## New Feature: Guest Payment Link

Long gone are the days where you have to store credit card information for your clients, with our new guest payment link, you can easily create a link and send it directly to your clients, and they can *submit their own payment!* 





On the new side menu, select My Bookings, and click on All Bookings

PNR #: #PNR

Apply Payment Shipping Change Customize tinerary Edit Traveler Info Edit Transfer Details

## My Bookings

Name V TAMM		ID AP/	-#480000			Actio	n	
		-						
Pending	Options / O	Courtesy Holds						
Show 10	✓ entrie	15				Search:		
linerary #	Linerar	Traveler Names	Booking Date	Departure Date	Deposit Due	Due Date	Commission	Actions
000:000	ď	<ul> <li>MR. J. SAMPLE</li> <li>MRS. J. SAMPLE</li> </ul>	10-23-2020	02-09-2021	\$927.36 USD	2020-10-30	\$398.58 USD	•
Showing 1	to 1 of 1 ent	tries					Previous	1 Nex
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Click on any "Itinerary #" on the left hand column of the listing

## My Bookings

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000boxxx	Ø	-MR.C. POE	10-16-2020	11-05-2020	Paid In Full	N/A	\$0.00 USD	0
00050500	*	•MR. S. TEST •MRS. S. TEST	06-09-2020	05-24-2021	\$3,139.90 USD	2021-04-23	\$0.00 USD	•
Showing 1	to 2 of 2 o	ntries					Previous 1	Next



Write your clients email address and fill out the subject line, click "send email" and you're done!

Guest Payme	ent
Make Payment	
Booking ID:#Book000	
Send Email	
Send an email to your client wit	h a link to make a payment. Be sure to add a subject line, so your client knows what she or he is receiving.
Email Address of Recipient *	
Email Address of Recipient *	
Email Address of Recipient * Enter Email Address of Recipier Subject Line *	ı
Email Address of Recipient * Enter Email Address of Recipier Subject Line * Enter a Subject Line	1
Email Address of Recipient • Enter Email Address of Recipier Subject Line • Enter a Subject Line	4
Email Address of Recipient • Enter Email Address of Recipien Subject Line • Enter a Subject Line SEND EMAIL	a

## It's that simple and secure! Be sure to reach out to your Strategic Account Manager if you have any questions!

ITIN #: #ITINERAR

Email Documents
Departure Info
Departure Date: Mon
Departure City: SFO