

# 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!*

1 Log into [Classic Assist](#)

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

3 Click on any "Itinerary #" on the left hand column of the listing

## My Bookings

Look for our new responsive navigation menu in upper left corner.

Name	ID	Action
W. IAMM	ARC:BARC0000	

Pending Options / Courtesy Holds

Show 10 entries Search:

Itinerary #	Custom Itinerary	Traveler Names	Booking Date	Departure Date	Deposit Due	Due Date	Commission	Actions
0000000		•MR. J. SAMPLE •MRS. J. SAMPLE	10-23-2020	02-09-2021	\$927.36 USD	2020-10-30	\$398.58 USD	

Showing 1 to 1 of 1 entries Previous 1 Next

Bookings with a Payment on File

Show 10 entries Search:

Itinerary #	Custom Itinerary	Traveler Names	Booking Date	Departure Date	Balance Due	Due Date	Commission	Actions
0000000		•MR. C. DOE	10-16-2020	11-05-2020	Paid In Full	N/A	\$0.00 USD	
0000000		•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 entries Previous 1 Next

## My Bookings

Look for our new responsive navigation menu in upper left corner.

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W. IAMM	ARC:BARC0000	

Pending Options / Courtesy Holds

Show 10 entries Search:

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Showing 1 to 2 of 2 entries Previous 1 Next

4 And under "actions" click on "Email Guest Payment Link"

ITIN #: #ITINERARY PNR #: #PNR

Actions

Email Documents Email Guest Payment Link Apply Payment Shipping Change Customize Itinerary Edit Traveler Info Edit Transfer Details

Departure Info

Departure Date: Monday, May 24th 2021  
Departure City: SFO

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

Guest Payment

Make Payment  
Booking ID: #Book000

Send Email  
Send an email to your client with 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 \*

Enter Email Address of Recipient

Subject Line \*

Enter a Subject Line

SEND EMAIL

Back

It's that simple and secure!

Be sure to reach out to your Strategic Account Manager if you have any questions!