PAYX USER GUIDE

Welcome to the PayX Suite! Your one stop shop for making payments for multiple items at ease.

Please follow the steps below in order to make a successful payment on the platform.

- ❖ Select the items you intend to pay for from the list and "Confirm" the items list
- ❖ When you are satisfied with your list you click on the "Check Out" button to proceed to the next step
- ❖ An invoice is then generated (Printable) showing all the items selected, the corresponding amounts, client details and the grand total. If this is satisfactory you then click on the "Proceed To Payment" button
- ❖ At this stage, there are 2 options available. You can either pay online by selecting the "Inter Switch" option or pay in a bank using the "Bank Deposit option"
- ❖ To make payment online click on the "Inter Switch" option
- ❖ A summary of the clients' details and payment information (Including the charges to be deducted by Inter Switch) is presented to you. Click on the "Confirm Details" button to agree and proceed
- ❖ The final page informs you that you are about to be redirected to the Inter Switch portal to make payment. Please pay attention to the

instructions on this page in order for you to have a smooth transaction

❖ At the Inter Switch portal, you need to enter the appropriate card details (Card number, expiry date, PIN and CVV2 number) and then proceed.

❖ If the payment was successful, you will be redirected back Pay X and a payment invoice will be presented to you (As well as an e-mail showing the same details). Equally the status of your payment from Inter Switch will be shown in order to inform you of the status of the payment

❖ At this juncture, you paid for items will be shown in your list of "Unused" items and therefore available for use on your profile section!!

Thank you for choosing Pay X as your payment platform

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