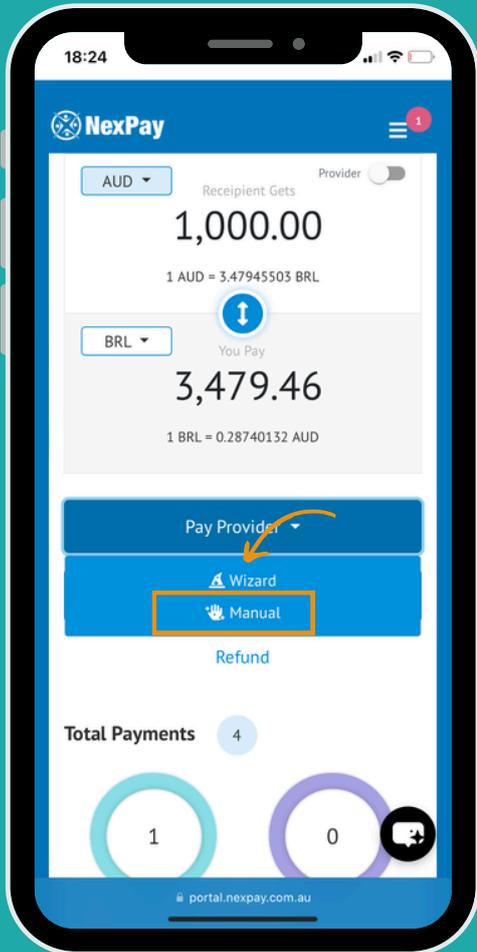




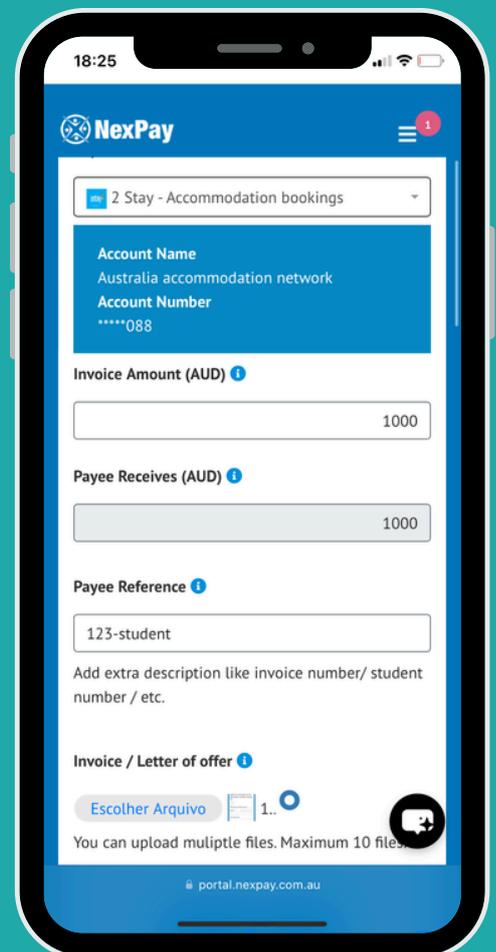
# How to create a manual payment?





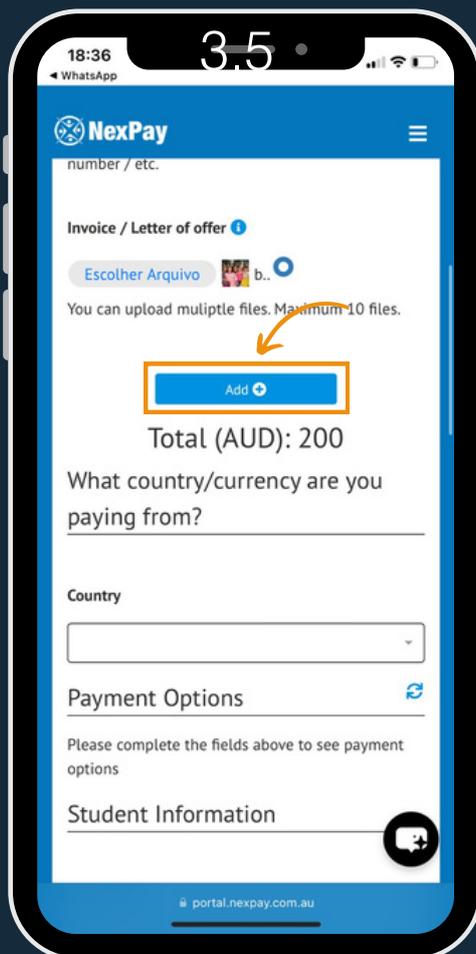
**Step 1** | Choose the **Pay provider**, then “manual”.

**Step 2** | Please complete all fields for **payment** and **payer** information: choose the beneficiary, amount, reference (invoice name and number), and attach the invoice.

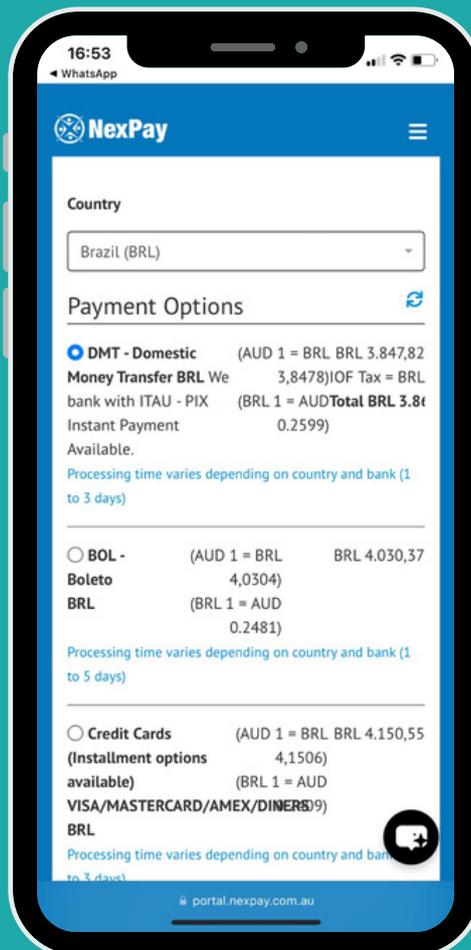




**Step 3** | If you want to retain the commission (split payment), just click the **blue button** "add" and select the second beneficiary, following the same procedure as in step 2.

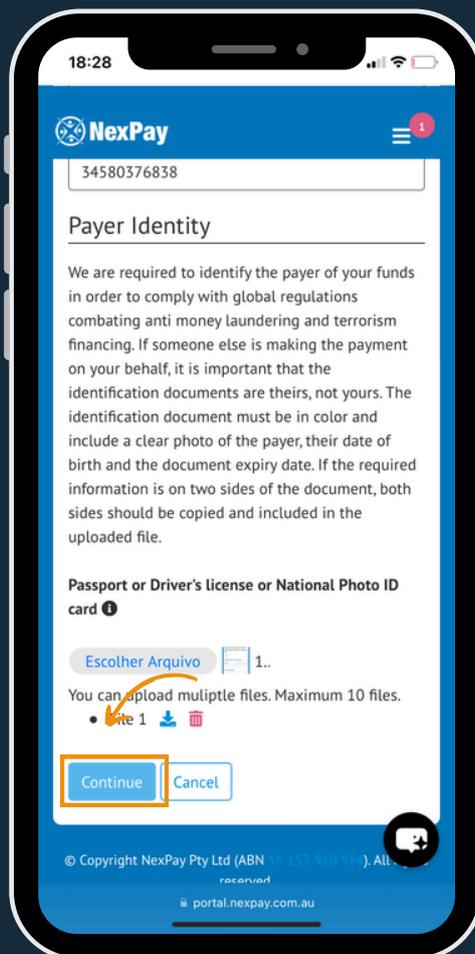


**Step 4** | Select the **country** (from which the money will be sent), the **payment method** and the **student and payer information**.



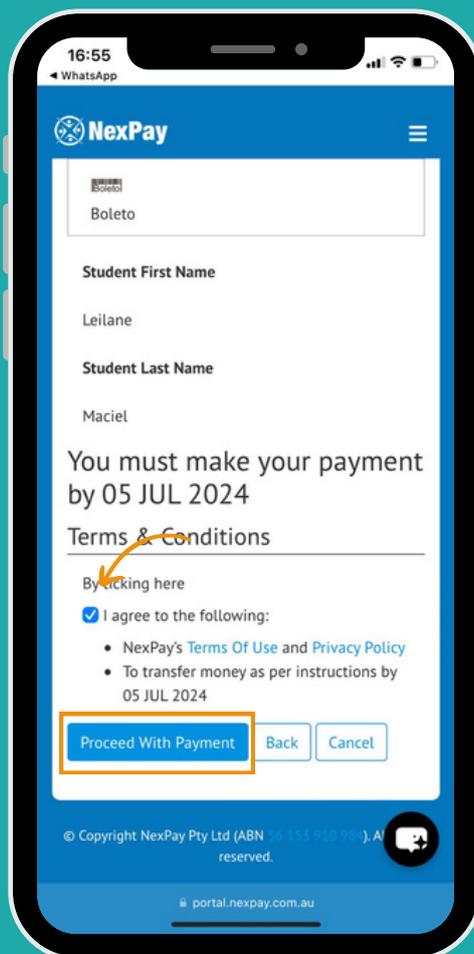


**Step 5** | Upload the **payer's ID** (like a driver's license, passport, or other document). Then, click "Continue".





**Step 6** | Verify that all payment details are correct, click "**I agree**", and then click "Proceed with Payment". You will then have **48 hours** to complete the payment.





If you have any questions,  
**feel free to  
reach out to**

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