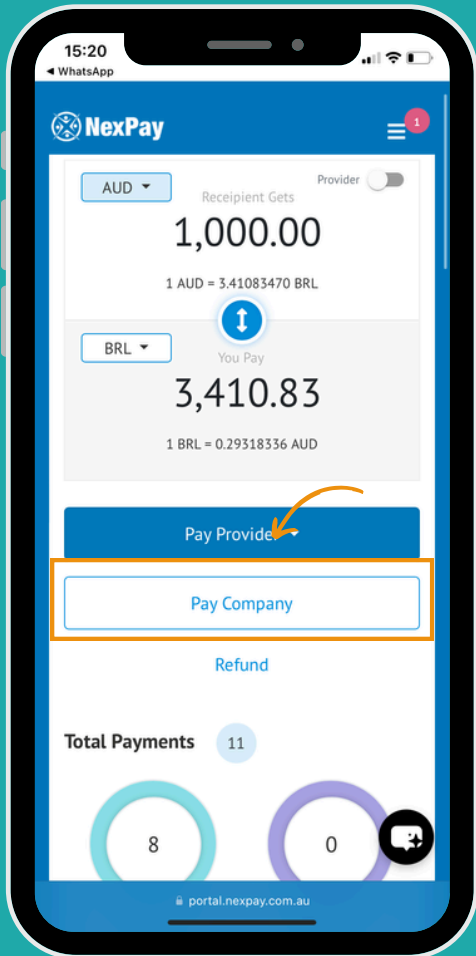




How to create a pay company?

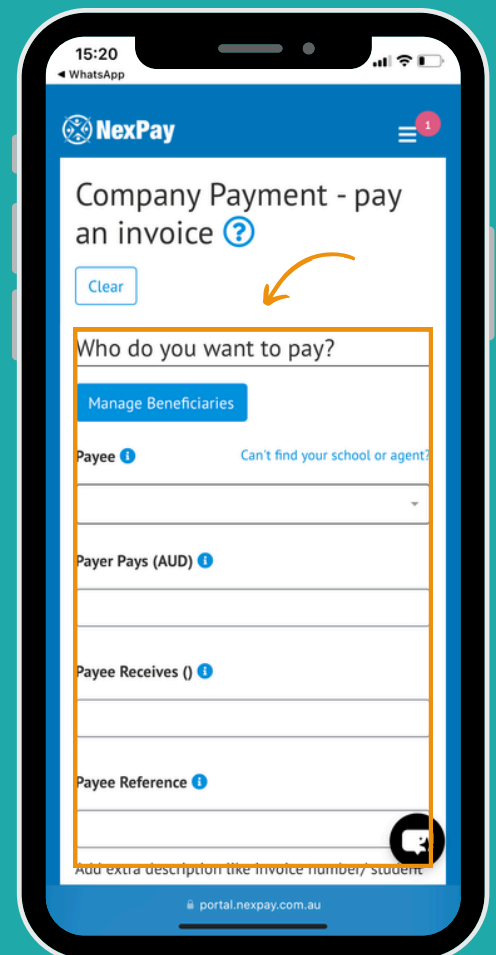
from the company to the beneficiary





Step 1 | Choose the **Pay company** in the platform.

Step 2 | Please fill in the beneficiary's details, the **amount** to be transferred, the beneficiary **reference** (invoice number and student's name), and the institution's **invoice** or offer letter.





Step 3 | Confirm payment option and click “continue”.

A screenshot of the NexPay mobile app interface. The screen displays a 'Payee Reference' section with a text input field containing '123-student name'. Below this is a section for 'Invoice or Letter of Offer or Visa Refusal Letter ...' with a file upload area labeled 'Escolher Arquivo' and a list of files. A blue button labeled 'Add' is visible. The total amount is shown as 'Total (AUD): 1000'. A section titled 'Payment Options' is highlighted with an orange border, showing three options: 'DMT - Domestic Money' (selected), 'Transfer AUD', and 'Processing time varies depending on country and bank (1 to 3 days)'. At the bottom, there are 'Continue' and 'Cancel' buttons. The URL 'portal.nexpay.com.au' is visible at the very bottom.

15:22
WhatsApp

NexPay

Payee Reference ⓘ

123-student name

Add extra description like invoice number/ student number / etc.

Invoice or Letter of Offer or Visa Refusal Letter ...

Escolher Arquivo 1..

You can upload multiple files. Maximum 10 files.

- File 1

Add

Total (AUD): 1000

Payment Options ⓘ

<input checked="" type="radio"/> DMT - Domestic Money	(CAD 1 = AUD 1.1459)	AUD 1,000.00
<input type="radio"/> Transfer AUD	(AUD 1 = CAD 0.8727)	

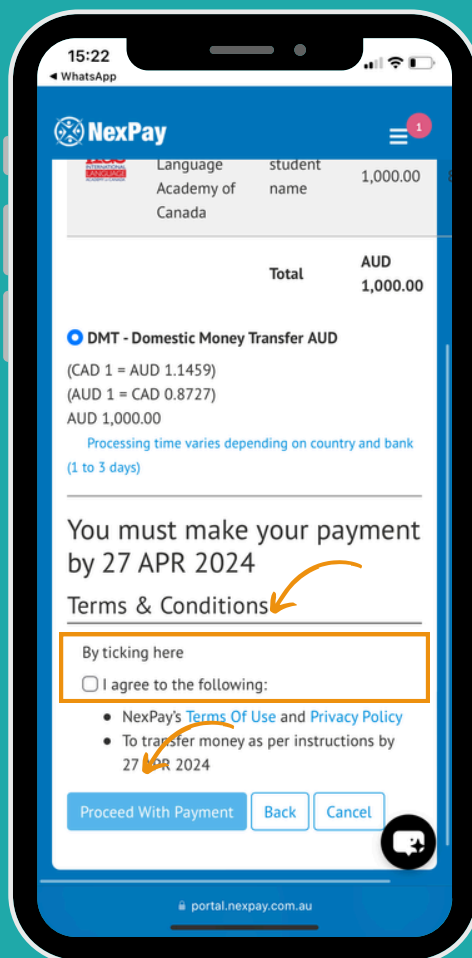
Processing time varies depending on country and bank (1 to 3 days)

Continue Cancel

portal.nexpay.com.au

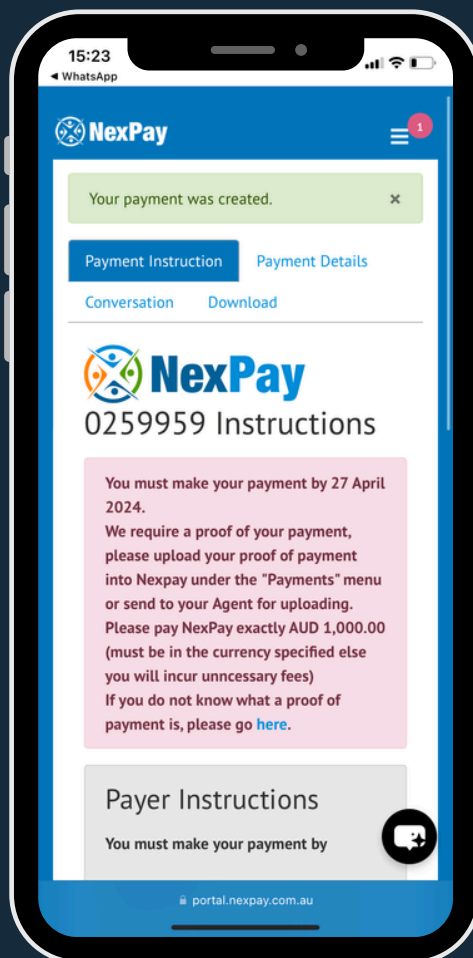


Step 4 | You will see a **summary** of the transaction. If everything is right, click “I agree to the following” and “**Proceed With Payment**”.






Step 5 | Your payment was **created**! You will receive an email with the **step-by-step** instructions to proceed with the payment within 48 hours.






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

Camila Tanus | Reg Director Americas


 camila.tanus@nexpay.com.au

Jéssica Campos | Sales Manager BR

 jessica.campos@nexpay.com.au


 +55 11 97678-0073

Carolina Cardoso | Reg Director UK&EU

 carolina.cardoso@nexpay.com.au

Clara Carballo | Sales Manager Mex, CA&Caribbean


 clara.carballo@nexpay.com.au


 +52 55 9190-8500

Maria Bonilla | Reg Director Oceania&Asia

 maria.bonilla@nexpay.com.au

Luisa Montana | Sales Manager South America (ES)

 luisa.montana@nexpay.com.au

 +57 31 9442-9840