

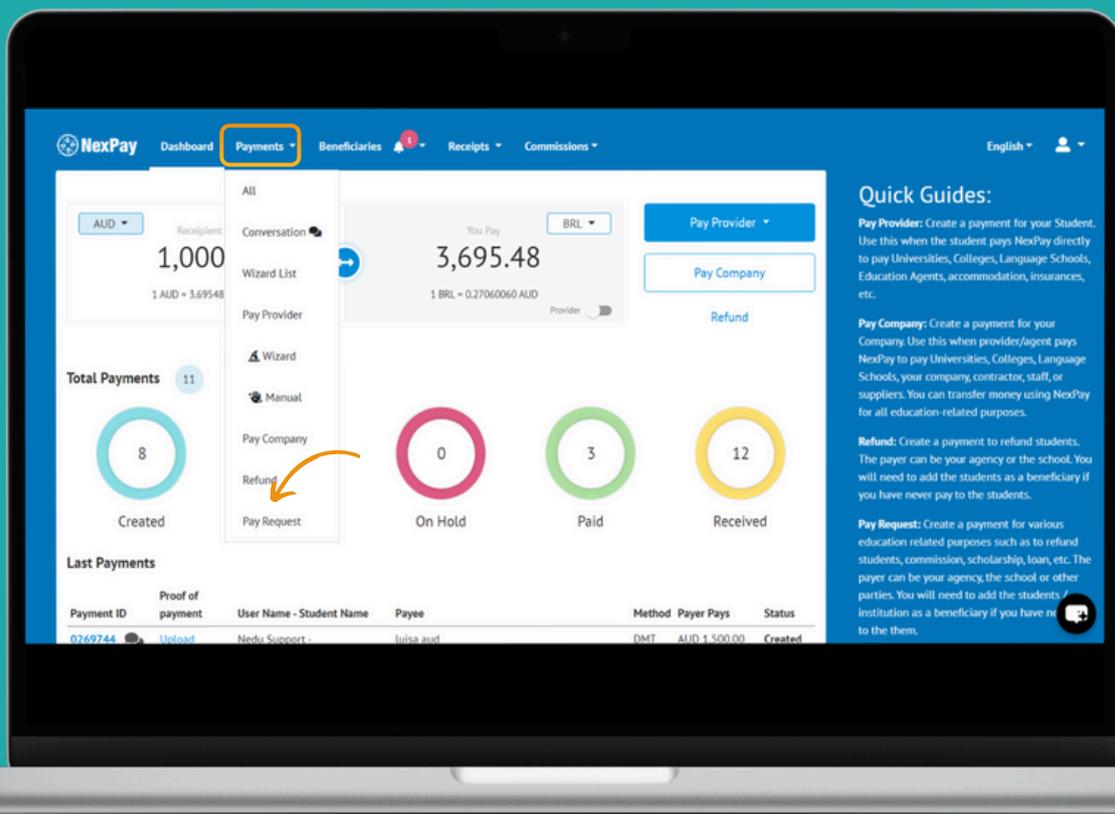


How to create a pay request?





Step 1 | Click on "Payments" and select "Pay request" on **NexPay portal**.

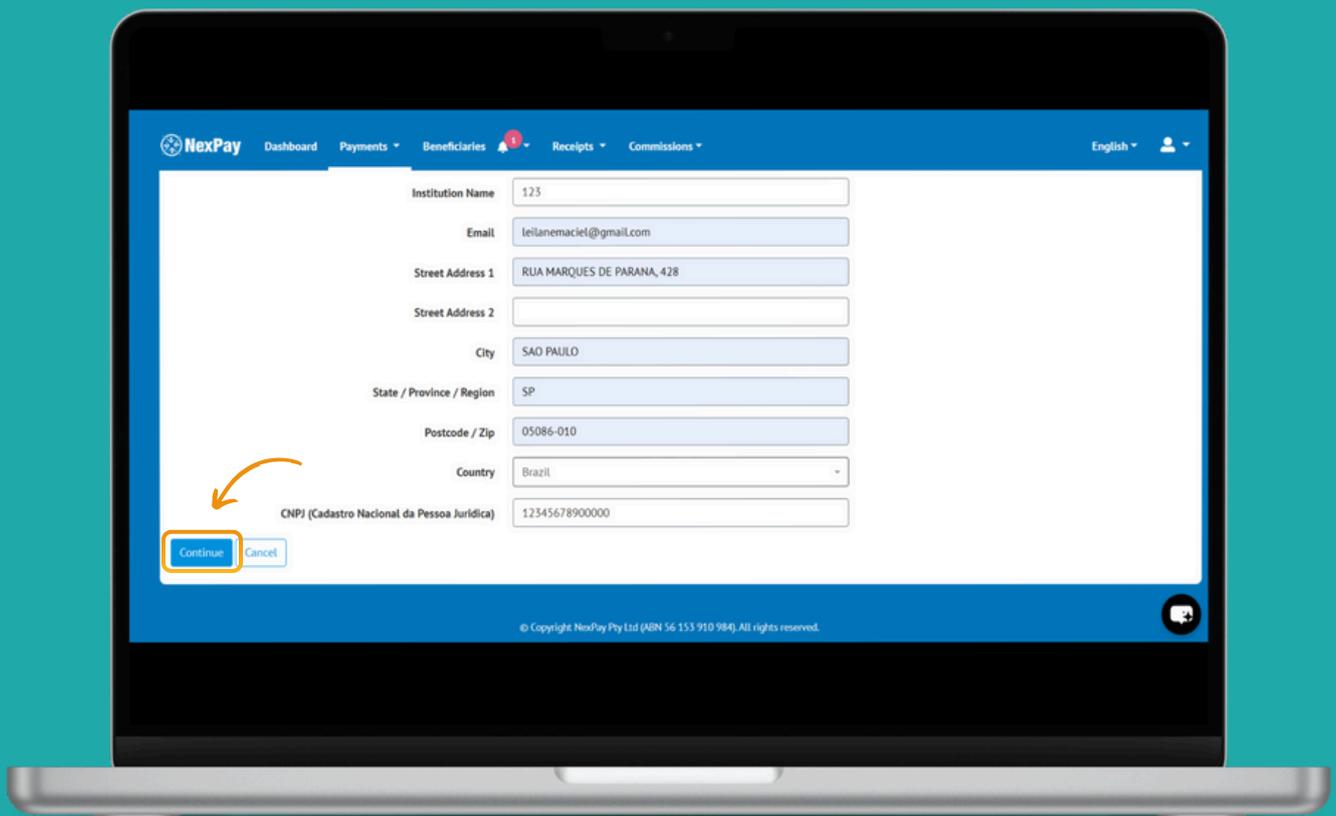




Step 2 | Fill in all the fields: the country from which the payment will be made, beneficiary (if you have any questions, you can refer to the tutorial "How to Create a Beneficiary on the Platform"), amount, reason for the payment, and attach the invoice.

A screenshot of the NexPay web application interface on a laptop. The page title is "Pay Request - Create payment for various purposes like Commission, Refund, Scholarship or Loan". The form includes a "Clear" button and a dropdown menu for "Country" set to "Brazil (BRL)". Below this is a "Who do you want to pay?" section with a "Manage Beneficiaries" button and a "Payee" dropdown. The form is divided into three columns: "Payer Pays (BRL)" with a text input, "Payee Receives ()" with a text input, and "Who is receiving the payment" with a dropdown. There is also a "Reason for payment" text input and an "Invoice / Refund Invoice / Letter of offer" section with a file upload button labeled "Escolher ficheiro" and a note: "You can upload multiple files. Maximum 10 files." The top navigation bar includes "Dashboard", "Payments", "Beneficiaries", "Receipts", and "Commissions", along with a language selector set to "English" and a user profile icon.

Step 3 | Enter the institution's payment details and click "Continue." Your payment has been **created**, and the **payer** will receive instructions via email on how to finalize the payment within **48 hours**.





If you have any questions,
**feel free to
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