

How to create a base of the second se







Step 2 | Choose the beneficiary, who will receive the payment.

Step 1 | Choose the Wizard payment in the platform





Important | You can add as many beneficiaries as you want, including the agency itself if there's any commission involved. The designated amount is sent directly to each beneficiary.





Step 3 | Enter the student's information. The "payer reference" field can be filled in with the invoice number and the student's name.

NexPay	=
1 2	3
Student In	formation
First Name	
	optiona
Last Name	
F1	optiona
Email	
Payee Reference	
	optiona
2 Stay - Transfer services -	Invoice / Letter of offe
Escolher Arquivo ne You can upload muliptle fi	.do iles. Maximum 10 file



Step 4 | Attach the institution's invoice, then click on "submit".

NexPay		=
1	2	-3
Stude	nt Informa	ation
First Name		
		optional
Last Name		
		optional
Email		
Payee Reference		
	6	
		optional
2 Stay - Transfer	services - Invoice /	Letter of offer
Escolbor Area	inte po do	
You can upload	muliptle files. Maxin	num 10 file
		Ū.



Step 5 | Done! An email has been sent to the payer to arrange for payment. If needed, you can copy the link or the QR code and send it to the student through another channel.





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