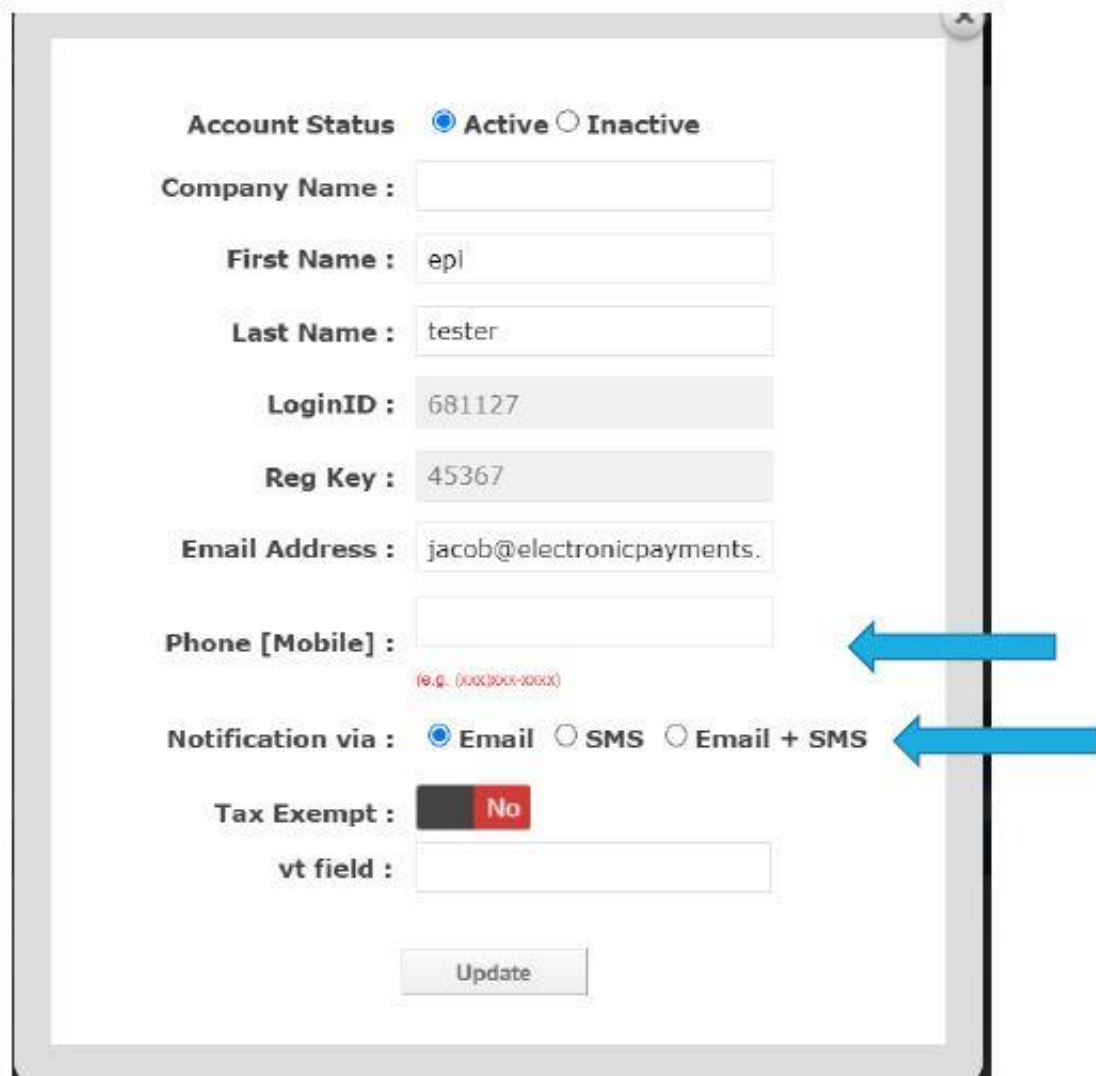


# PROCHARGE®



ProCharge® allows merchants to send invoices to their customers via SMS text messaging. The text message includes a link so customers can conveniently pay their invoice through YouPay.

## ENABLE SMS TEXT NOTIFICATIONS FOR A CUSTOMER PROFILE

1. To enable SMS text notifications for a customer, go to the Customer Profile settings.
2. Enter the customer's phone number within the *Phone [Mobile]* field, then select delivery method under the *Notification via* field: **Email**, **SMS**, or **Email + SMS**.
3. Click on *Update* to save the changes.

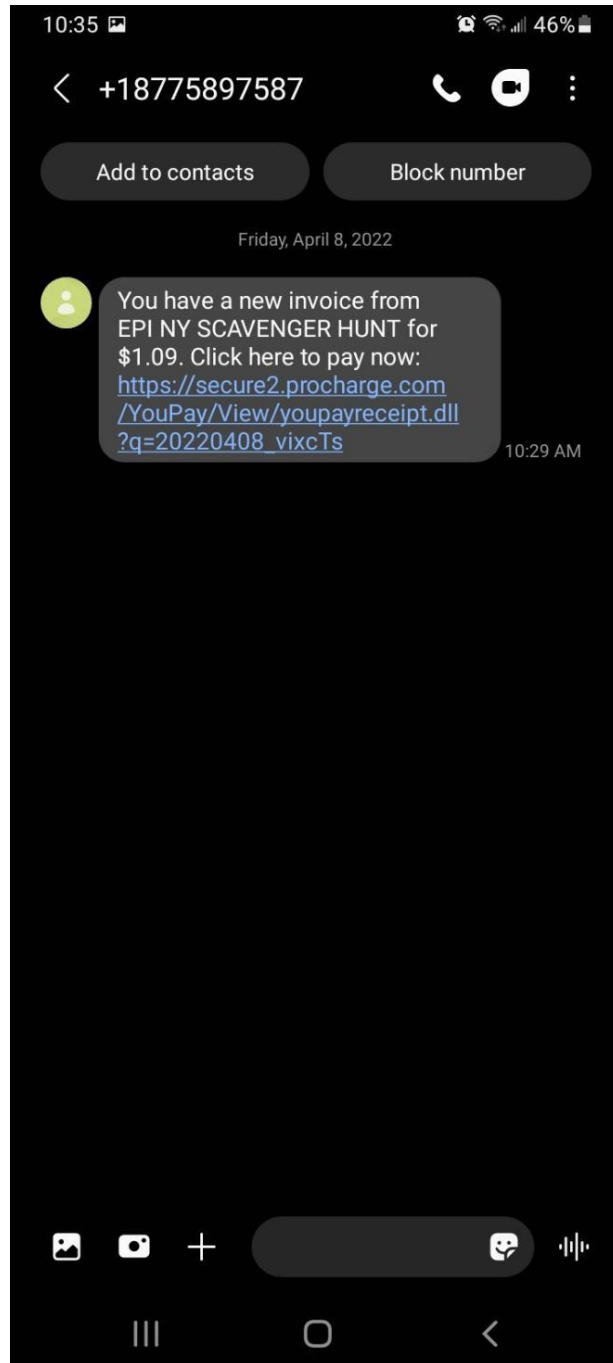


The screenshot shows a customer profile settings form with the following fields and options:

- Account Status:**  Active  Inactive
- Company Name:**
- First Name:**
- Last Name:**
- LoginID:**
- Reg Key:**
- Email Address:**
- Phone [Mobile]:**  (e.g., (505)555-1234) 
- Notification via:**  Email  SMS  Email + SMS 
- Tax Exempt:**  No
- vt field:**
- Update** button

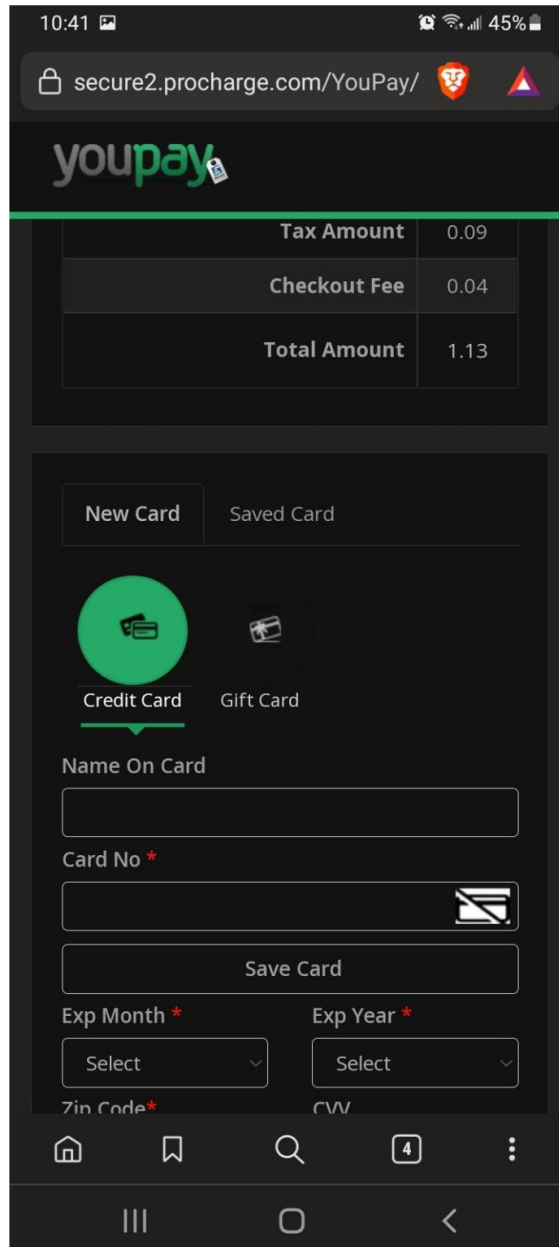
## CREATE AND SEND YOUPAY INVOICES VIA SMS TEXT MESSAGING

1. Create and send an invoice within ProCharge. The SMS text message will automatically be delivered to the customer's phone number on file and appear as follows:



2. The customer can tap the link to access the YouPay webpage and pay the invoice.

- The YouPay webpage will generate within the phone's browser. The customer may complete and submit the payment details on their phone.



- The customer will receive a receipt via SMS text message as soon as the transaction is processed. The transaction status will be identified as **Complete** within ProCharge.

#### QUESTIONS?

Contact Technical Support at **800-966-5520 – Option 3** or [techsupport@electronicpayments.com](mailto:techsupport@electronicpayments.com).