

## How To Create Payment Buttons

The **Payment Button** function makes it easy to select colors and text for your button and attach it to a specific payment form. You can create multiple payment buttons that link to the same form—thus allowing you to customize button text. For example, if you are selling shoes on one web page, your button could say “Buy Shoes” and if you are selling socks on another, that button could say “Buy Socks,” but both buttons would link to the same payment form.

Payment Buttons are also used as part of PaySimple Solution 2.0 invoicing to allow your customers to log-into your system and pay their invoice from your payment page. See **How To Invoice Customers with PaySimple Solution 2.0** for more information on invoicing.

**To Create a Web Payment Button, follow these simple steps:**

1. Log into the system at <https://secure.paysimple.com>
2. On the main navigation bar, click the **System Management** tab
3. Click **Payment Form** in the secondary navigation system
4. Select **Add New Button** from the **Payment Button** section at the bottom of the page
5. Select the type of payment button you would like to create—**Text** or **Graphic**.  
For a web page or an html email, you will select a graphic button. For text emails, you would select a text link
6. Enter the **Button Label Text**—this is the text that will appear on your button. For example, “Pay Now”
7. Select a button background color from the drop-down list
8. Select the font, size, and color of the text from the drop-down lists, and check the boxes if you want **bold** or *italic*
9. Select the payment form for which you created the button
10. Enter a description of the button—this is for your reference only
11. Click **Preview Payment Button** to confirm the final appearance. Make changes and preview again as many times as you like.

12. Click **Save**. You will return to the main payment form page
13. Click the **Export** link to export this button into your website
  - a. You may see a pop-up box as it saves the code to the clipboard
14. Open your web design program and paste the code where you want your button to appear. You can also paste the button into any HTML email
15. Test the form by performing a small test transaction for **ACH, CC, or Both**, depending on how the form is configured
  - a. Click the button, you should see your log-in page, along with the option to log-in or to **Click Here and Pay Now**
  - b. Click **Click Here and Pay Now**, and your payment form should appear
  - c. Enter all required information, denoted by a red asterisk, and payment information for one type of payment (ACH or CC)
  - d. Check the box to accept the Terms and Conditions and click **Process**
  - e. Review the receipt page to ensure all information is correct. Click your return URL link at the top of the page and make sure it directs you to the correct page
  - f. Review the email receipt you received and confirm its accuracy (You can edit the email template from the **Manage System**→**Email Templates** tab)
  - g. Log-into your PaySimple 2.0 system, go to **Process Payments**, and search for the customer name you just entered on the payment form
  - h. Select that customer and select **Customer Transaction History** from the drop-down menu
  - i. The transaction you just performed should appear at the top of the list with a status of “Posted” for ACH and a status of “Authorized” for Credit Card.

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