nexion

Cash flow management. Solved.

payflex

STANDALONE USER GUIDE

What is PAYFLEX?

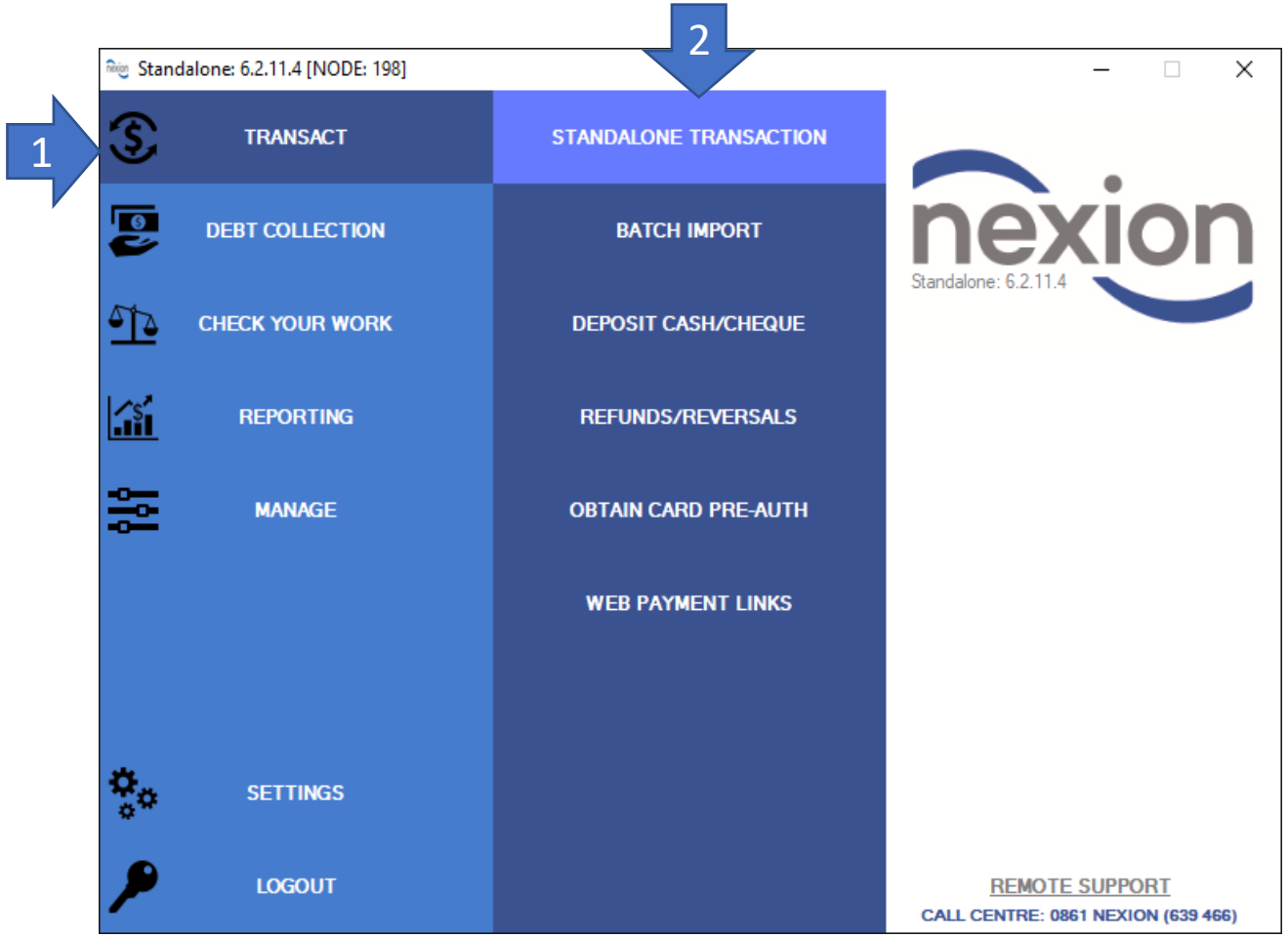
- A flexible payment option with zero interest for your clients.
- Clients can Buy Now and Pay Later over 6 weeks interest-free.

When/How to use it?

1. When a client needs an affordable payment solution.
2. When a client request repayment over time.

INITIATE A STANDALONE TRANSACTION

1. Click on TRANSACT.
2. Click on STANDALONE TRANSACTION.

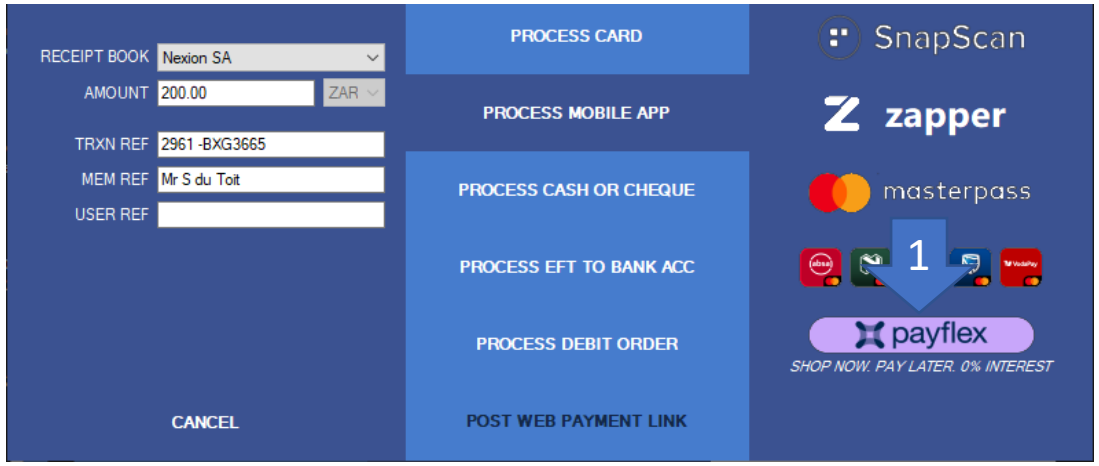


NEXION PAYMENT SCREEN

1. Select RECEIPT BOOK.
2. Fill in AMOUNT and REFERENCE FIELDS.
3. Click on PROCESS MOBILE APP.

SELECT PAYFLEX OPTION FOR CLIENT TO SCAN WITH THEIR PHONE

1. Click on the **PAYFLEX** button.



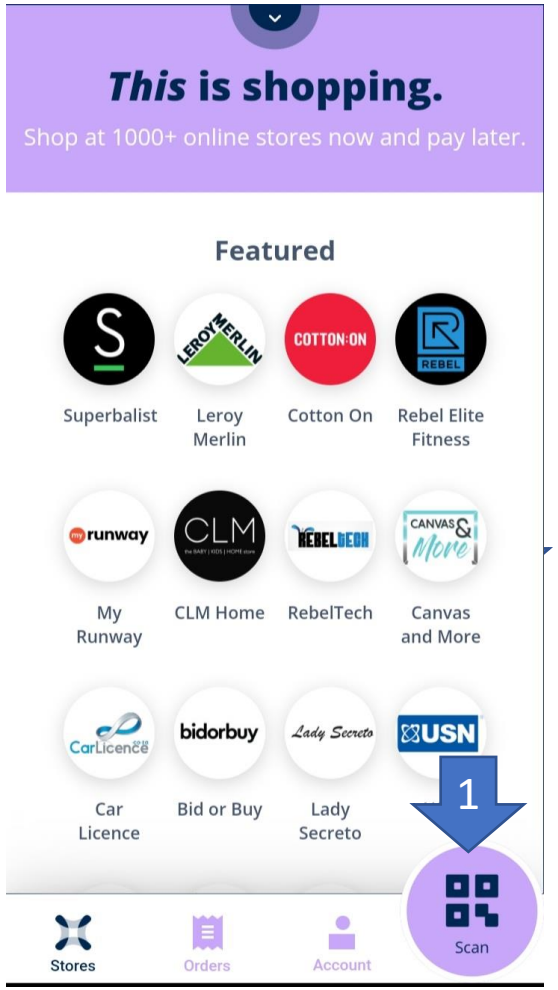
QR CODE WILL DISPLAY ON NEXION CARD TERMINAL

1. Scan PAYFLEX QR CODE on card terminal screen using PAYFLEX app.

- Client now opens PAYFLEX app on their mobile device.

SCAN QR CODE USING PAYFLEX APP

1. Client selects SCAN on PAYFLEX app to scan QR code on terminal screen.



- Client follows prompts on PAYFLEX app to complete transaction.

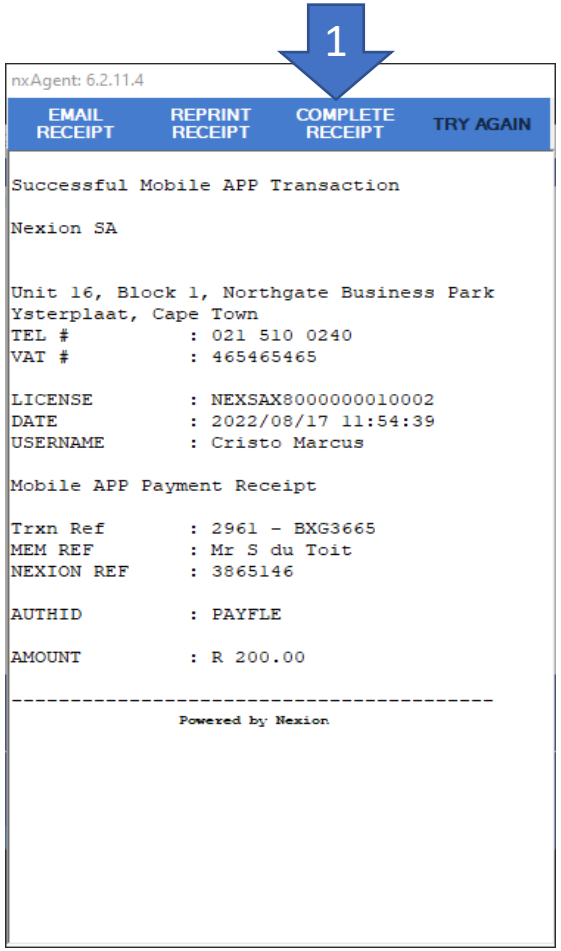
NEXION WILL GENERATE PAYFLEX QR CODE ON YOUR POS

1. PAYFLEX QR CODE will appear on POS until it is processed on card terminal.

- Transaction remains active for 10 minutes and must be completed within required time limit.
- Click on PRINT QR CODE to print if not able to scan from card terminal.
- Click on CANCEL PAYMENT to cancel transaction.

RECEIPT WILL PRINT FOR BOTH APPROVED AND DECLINED TRANSACTIONS

1. Click on **COMPLETE RECEIPT** to complete **PAYFLEX** transaction.



- Receipt can be emailed to client by clicking on **EMAIL RECEIPT**.

POST TO BILLING SYSTEM

- Allocate to the patients account on your billing system.