LINQ Pay Portal Overview

Updated 8/5/2024

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Welcome to LINQ Pay!

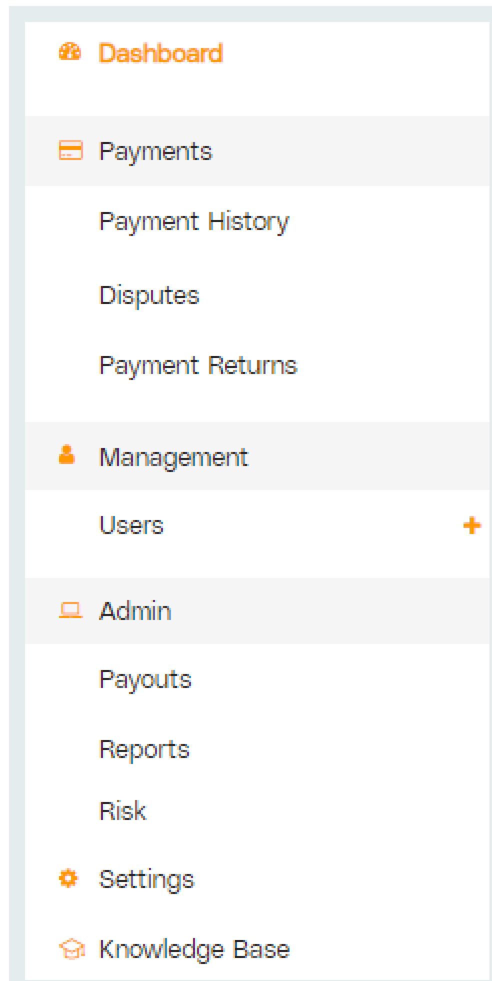
View and manage transactions within the LINQ ecosystem with your LINQ Pay Portal.

Navigation

Use the top menu banner to manage your LINQ Pay account. Search for specific items, view your messages, keep track of workflow notifications, manage your profile, or log off your current session.

Use the left side menu panel to navigate to different areas within the LINQ Pay Portal.

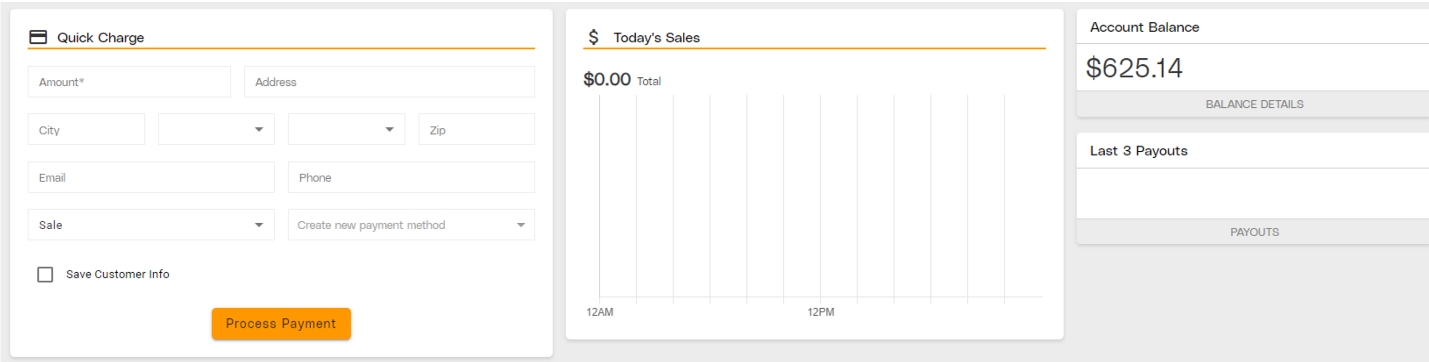
- **Dashboard**: The landing page for the LINQ Pay Portal. Quickly assess account health and complete basic tasks.
- **Payments**: View and manage transactions.
    - View a detailed **Payment History**.
    - Keep track of any **Disputes**.
    - View **Payment Returns**.
- **Management**: Manage account users.
- **Admin**: Manage account details.
    - Track **Payouts**.
    - Run **Reports**.
- **Settings**: Configure payment, business, and user settings.
- **Knowledge Base**: Access resource guides for workflows in LINQ Pay.



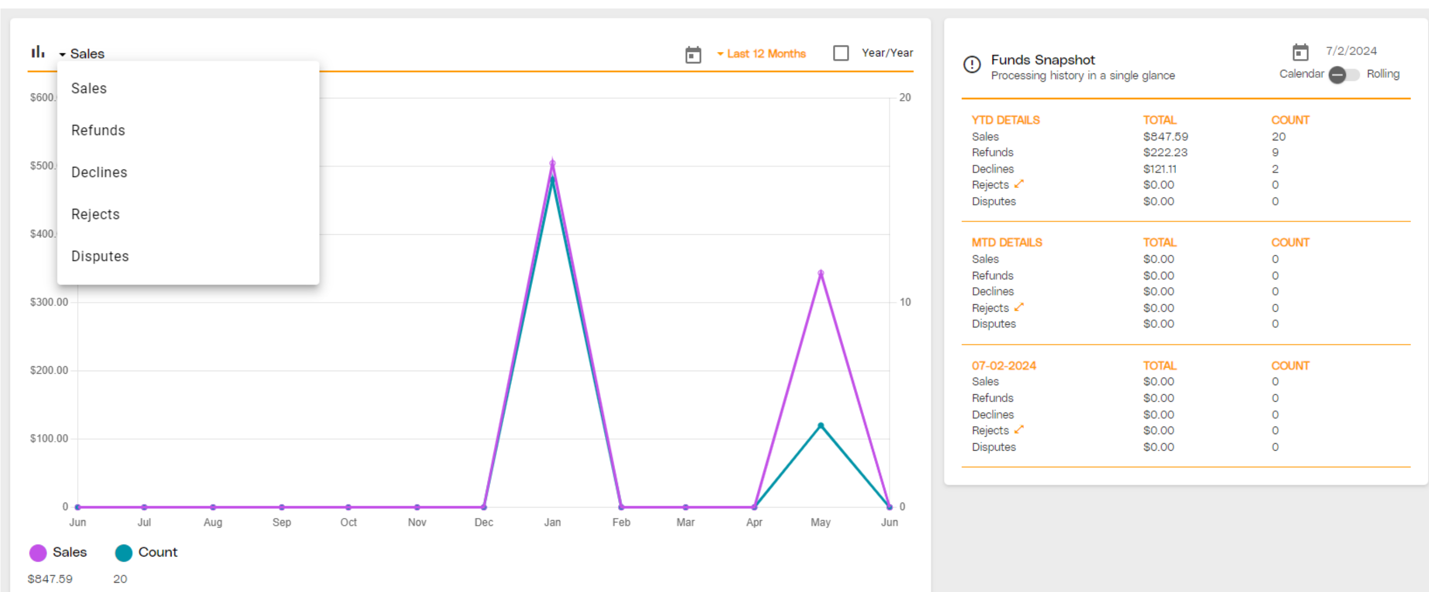
800-541-8999
www.LINQ.com
2528 Independence Blvd
Wilmington, NC 28412

Dashboard

Use the Dashboard to assess the health of your account and perform basic actions.



- **Quick Charge**: Enter payment details and process payment directly from the LINQ Pay Portal.
  Note: Any transaction created in the LINQ Pay portal will not be visible in LINQ Connect or in TITAN LINQ Nutrition.
- **Today's Sales**: View a graphical depiction of today's sales.
- **Account Balance**: View current Account Balance. Click Balance Details for additional information.
- **Last 3 Payouts**: View the three most recent payouts. Click Payouts for details.

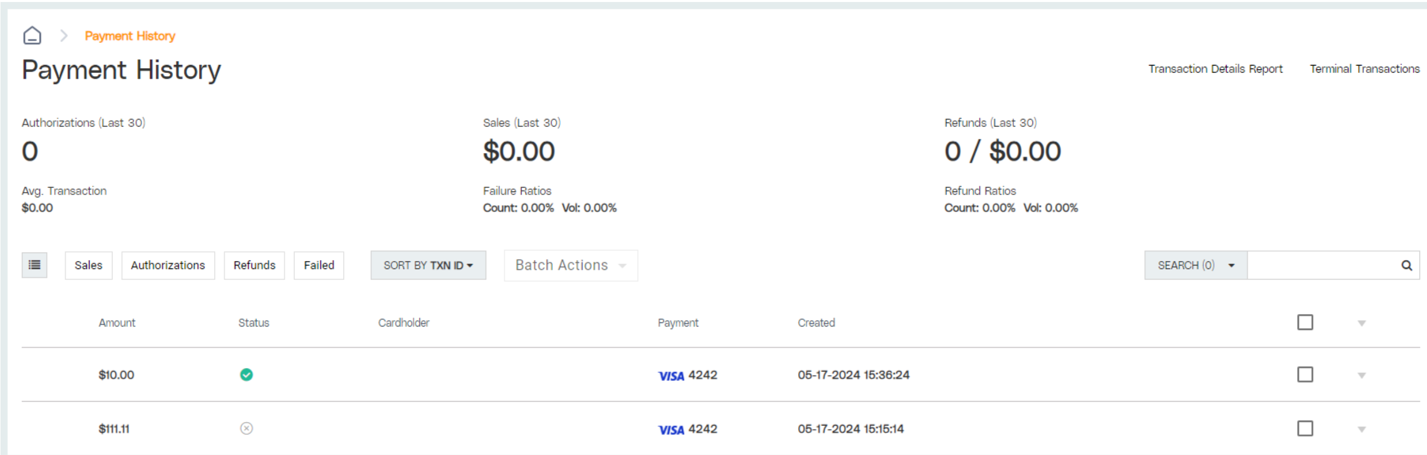


- **Customer Transactions Graph**: View graphical data about **Sales**, **Refunds**, **Declines**, **Rejects**, or **Disputes**.
- **Funds Snapshot**: View a transaction summary for a given date range.

Payments

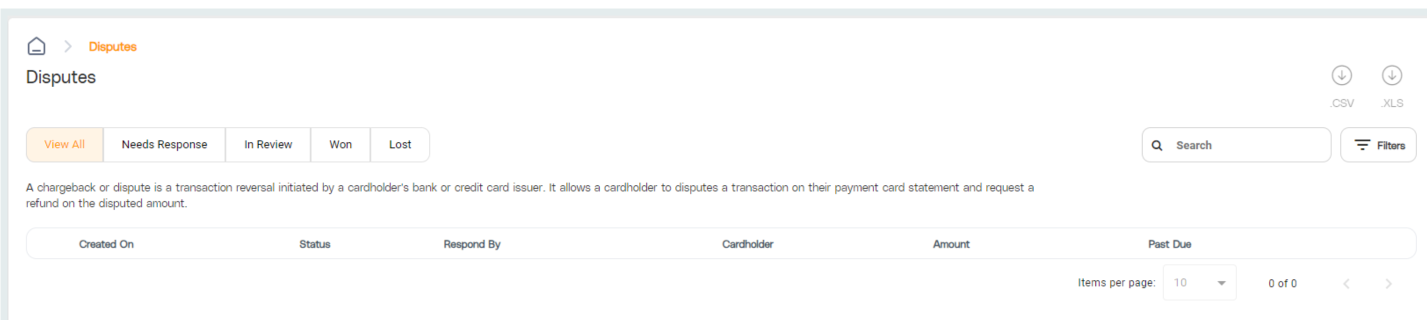
Manage your transactions from the Payments Menu.

Payment History



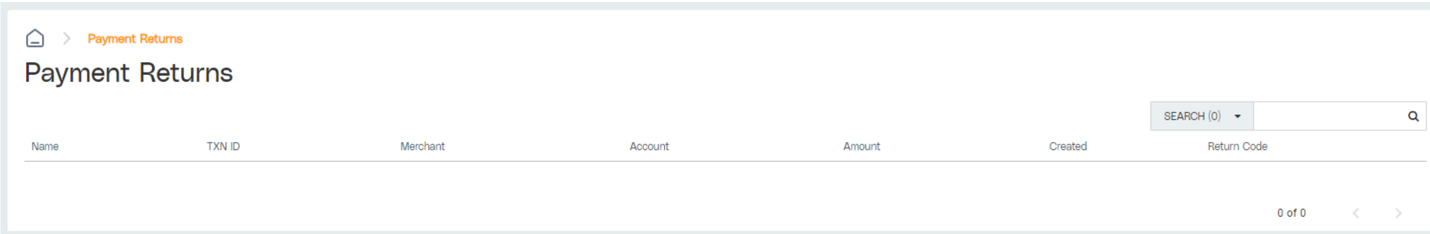
- View detailed information about your payment transactions, sales, and authorizations.
- Click a transaction to view details or generate a receipt.
- Run a **Transactions Details Report** to export transaction details.
- Click **Terminal Transactions** to view transactions associated with linked terminals.

Disputes



- Keep track of any chargebacks or disputes. Search for or filter results as needed.
- Click an individual dispute entry to view dispute details.

Payment Returns

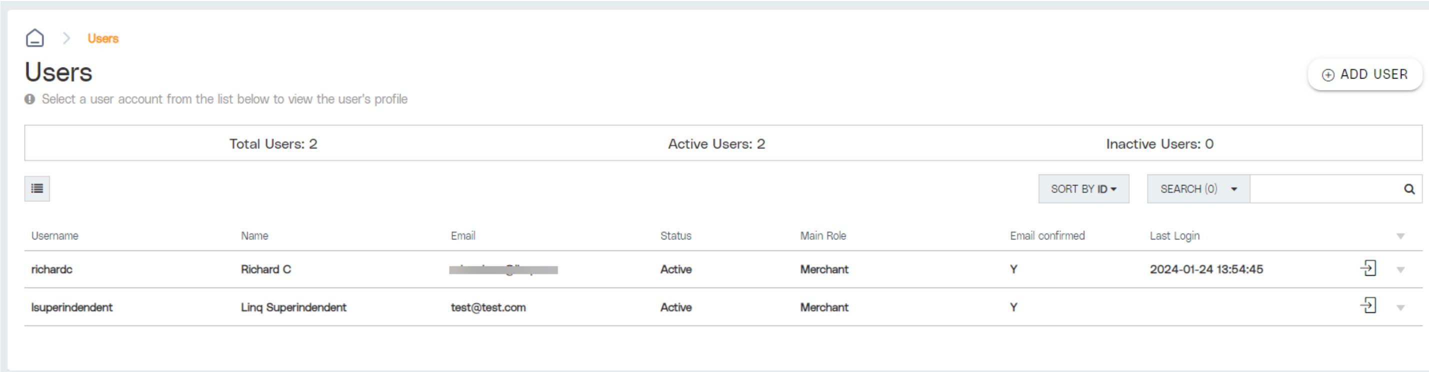


- View payments returned from your customers.

Management

Manage access to your LINQ Pay account with Management.

Users

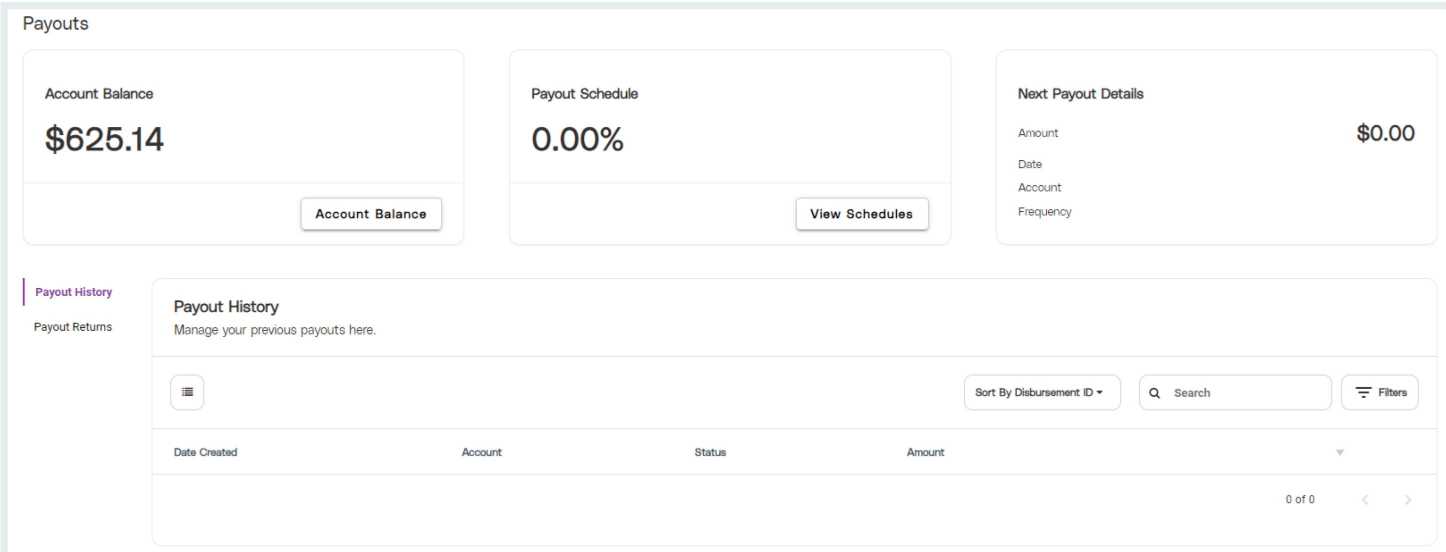


- Manage users associated with your LINQ Pay account.
- Click on a user to view their **User Profile**.
- Create **Access Templates** and **Teams** to set user groups and security roles.

Admin

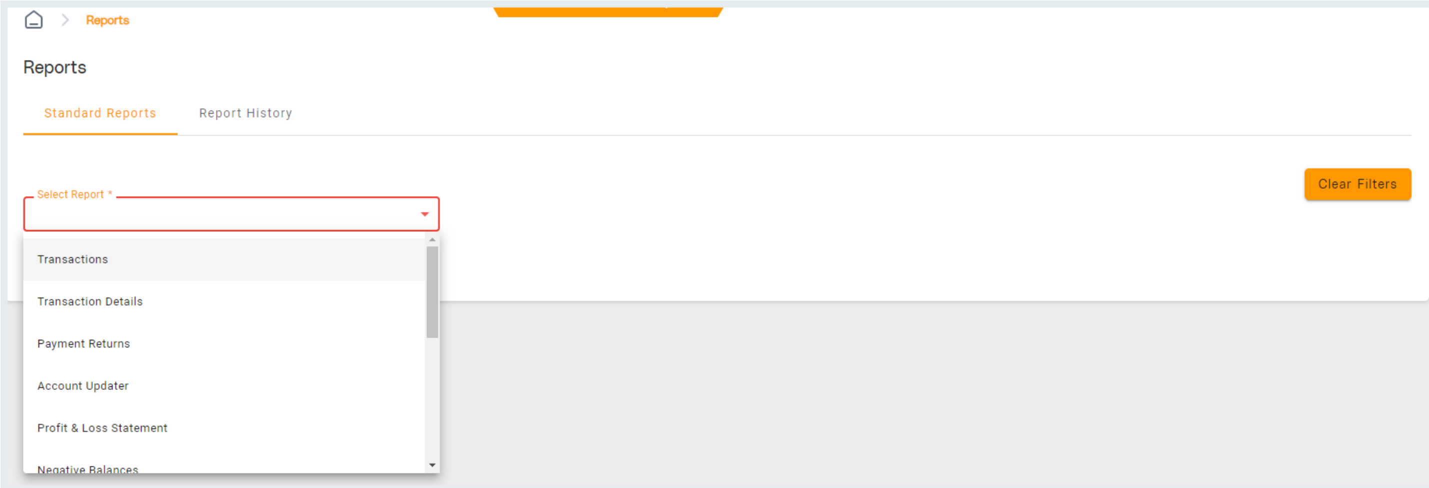
Manage withdrawals, reports, and settings for your account.

Payouts



- **Account Balance**: View your current account balance.
- **Payout Schedule**: View the percentage of the total account balance to be included on the next payout. Click **View Schedules** to manage payout schedules.
- **Next Payout Details**: View details of the next scheduled payout.
- **Payout History**: View all past attempted and completed payouts. Click an entry to view payout details.
- **Payout Returns**: View all completed payout returns.

Reports



- Run reports to help monitor your business. Choose a report to generate from a drop-down list of existing report templates.
- View **Report History** to keep track of historical data.