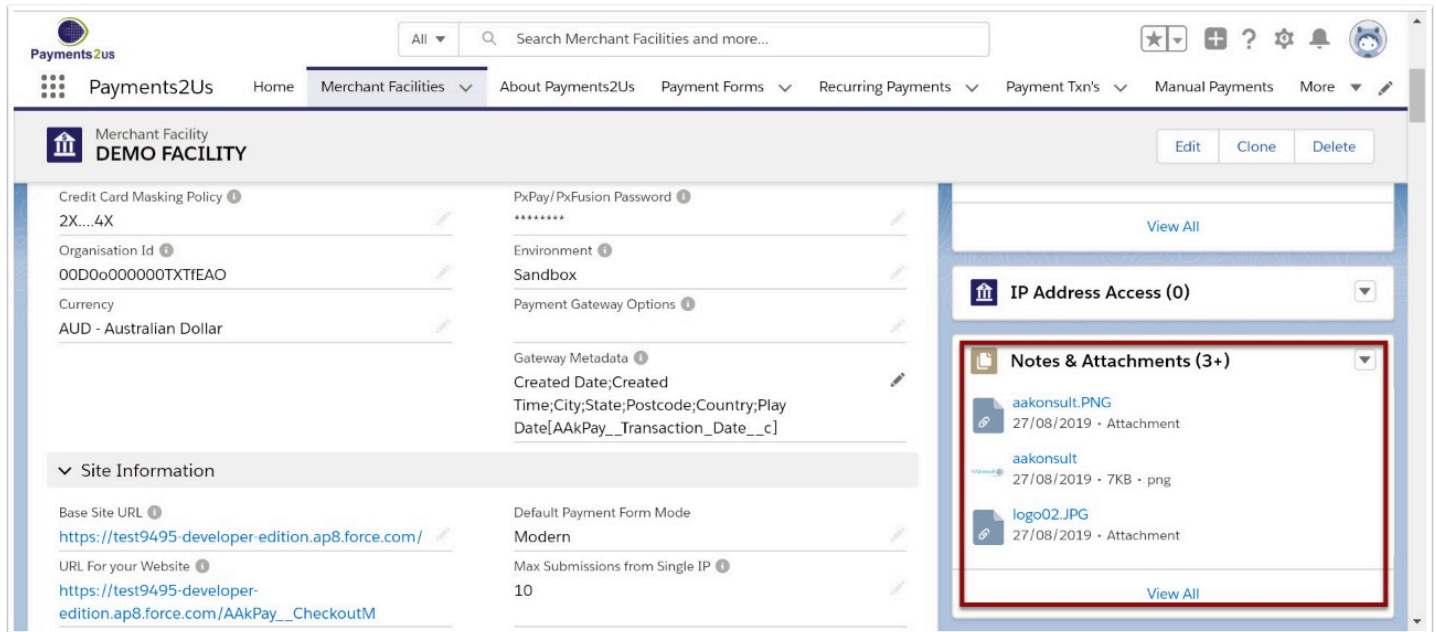


1. Letter
2. Payment Form
3. Merchant Facility

## 1. Navigate to the Merchant Facility

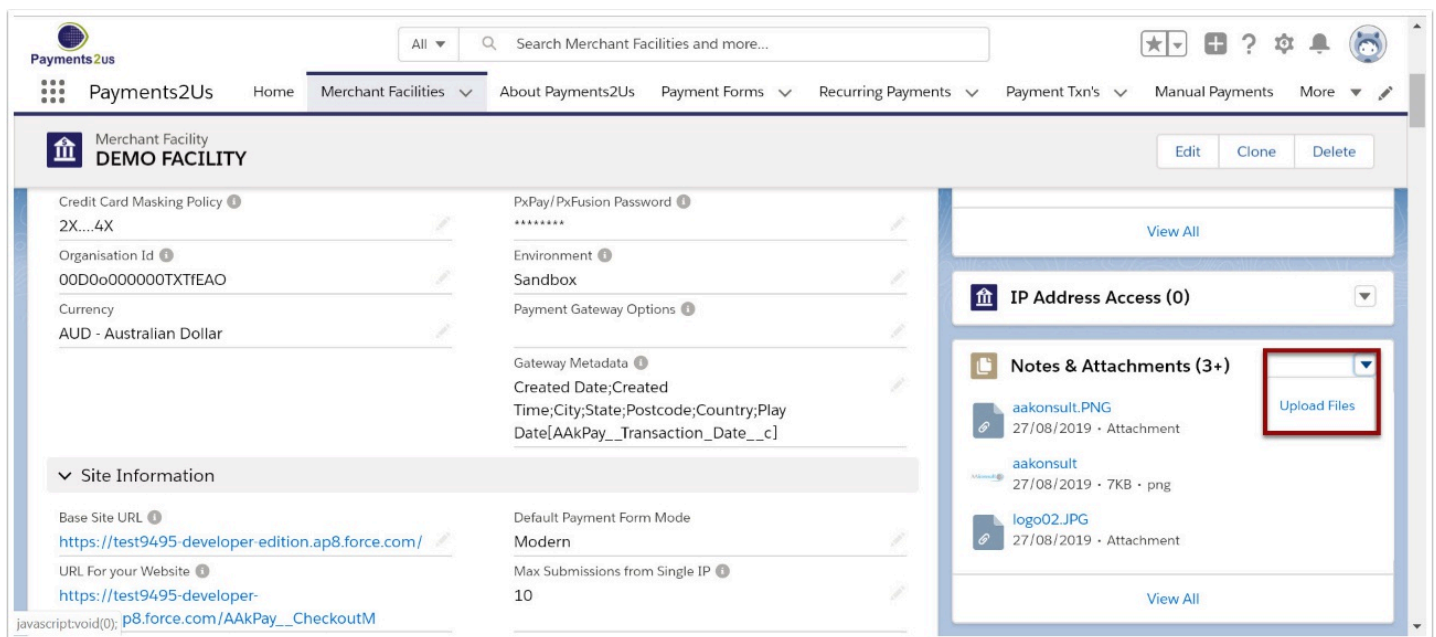


## 2. Scroll Down to the Notes & Attachments heading



The screenshot shows the Payments2us Merchant Facility interface for 'DEMO FACILITY'. The interface includes a search bar, navigation tabs, and a list of facility details. The 'Notes & Attachments' section is highlighted with a red box, showing a list of attachments: 'aakonsult.PNG', 'aakonsult', and 'logo02.JPG'. The 'Upload Files' button is visible in the top right corner of the 'Notes & Attachments' section.

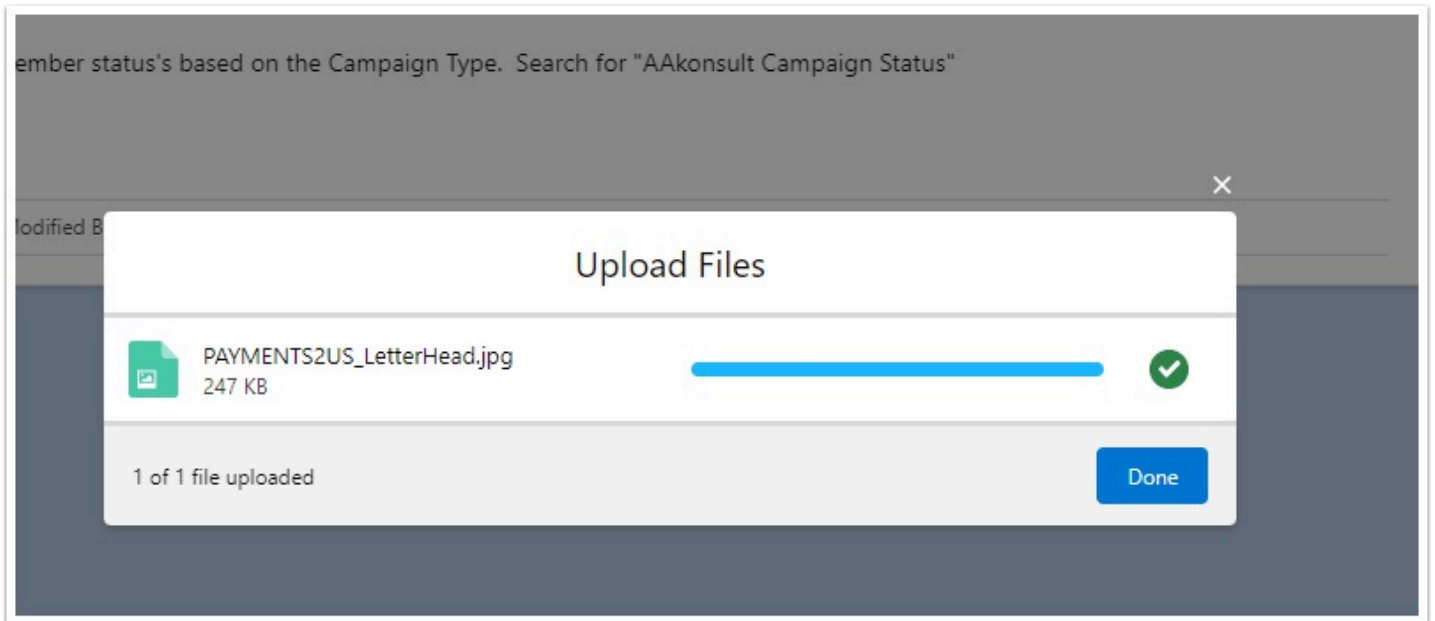
## 3. Select 'Upload File' button



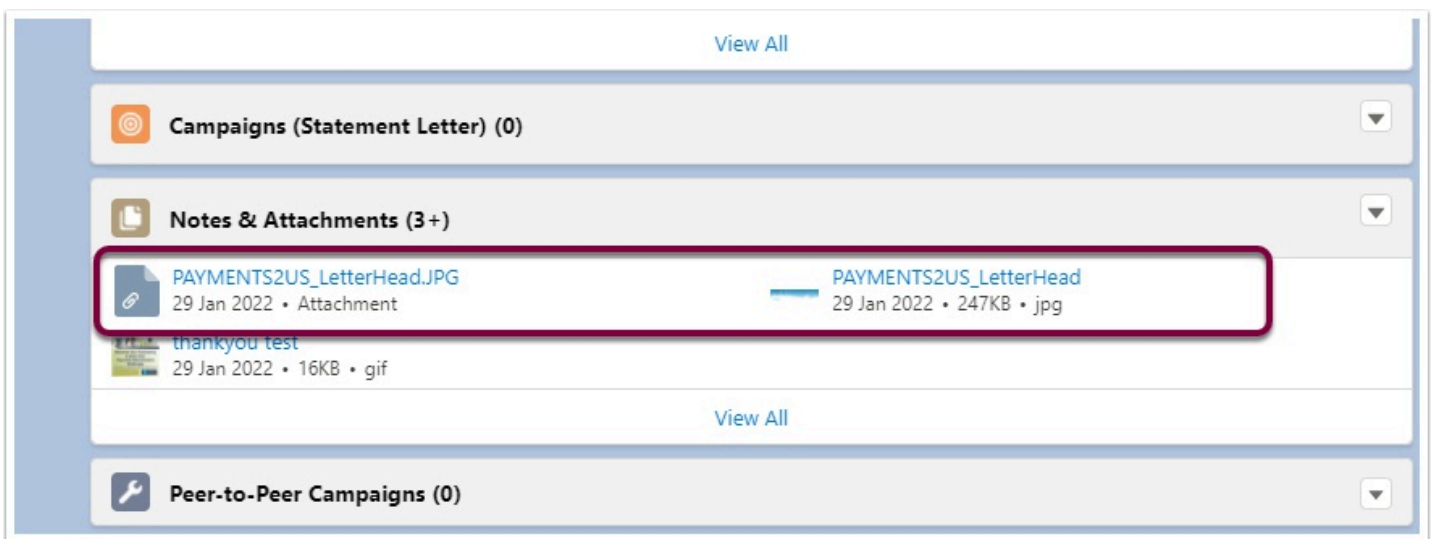
The screenshot shows the Payments2us Merchant Facility interface for 'DEMO FACILITY'. The 'Notes & Attachments' section is highlighted with a red box, and the 'Upload Files' button is highlighted with a red box. The button is located in the top right corner of the 'Notes & Attachments' section.

NOTE: The file name must contain the word "**Letterhead**" in it.

## 4. Select the 'Done' button



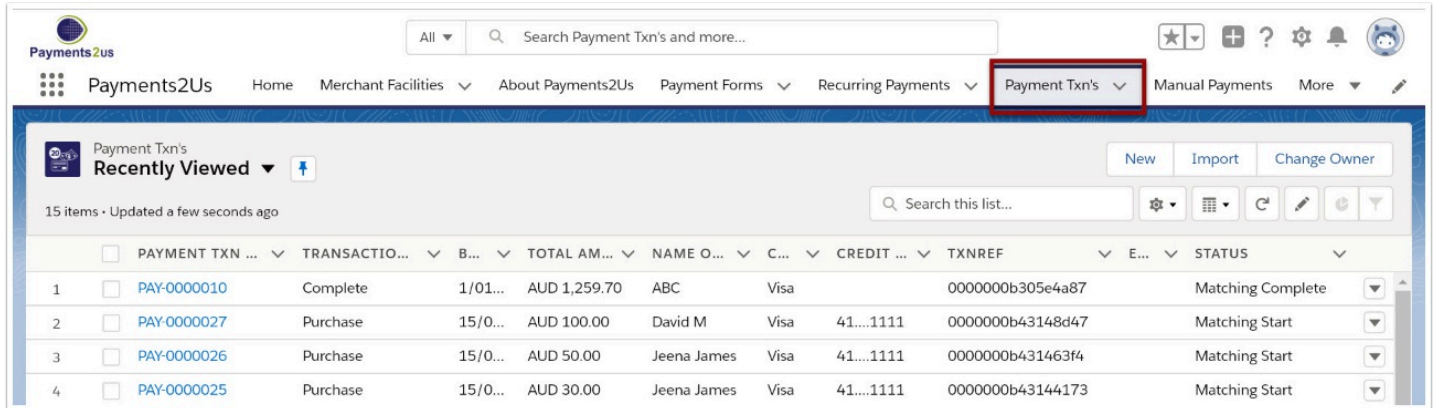
## 5. Check that the file has loaded



Note: The logo with the most recent date will be used in the receipt

## 6. Check that it appears on a receipt

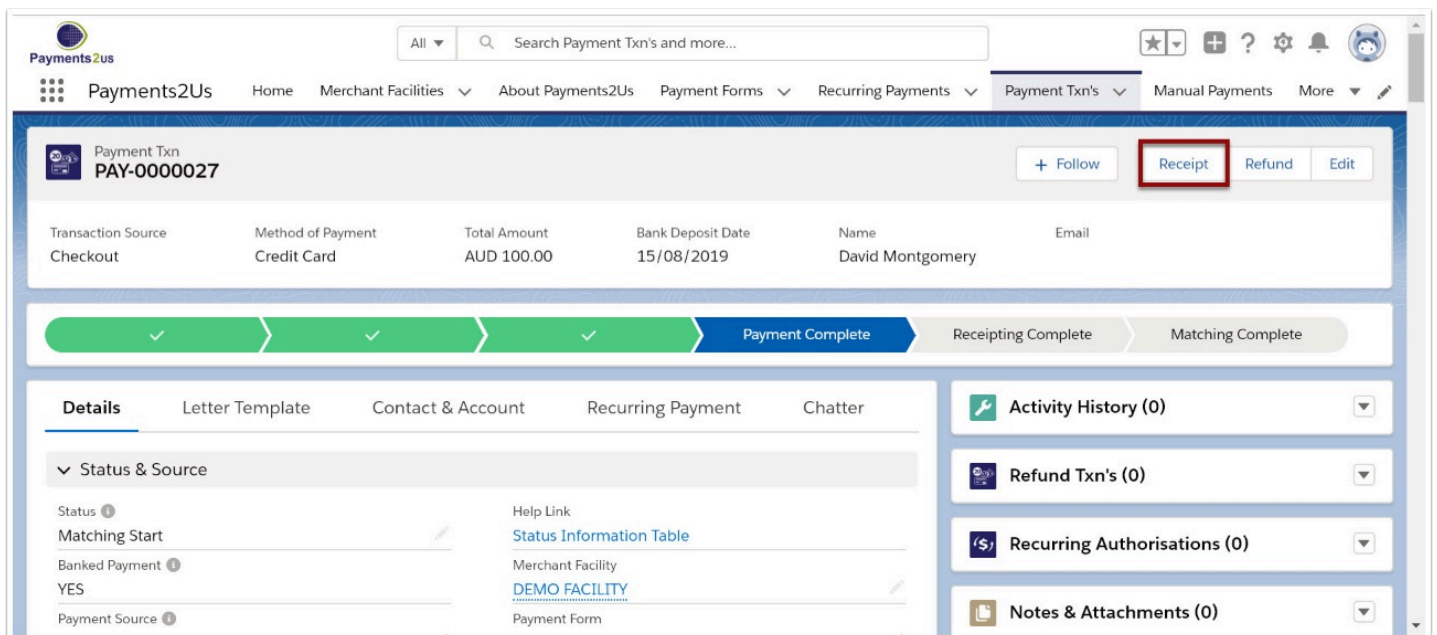
### 6.1. Navigate to the Payment Txn's tab



The screenshot shows the Payments2Us dashboard. The 'Payment Txn's' tab is highlighted in the top navigation bar. Below the navigation bar, there is a search bar and a list of payment transactions. The list has columns for Payment Txn ID, Transaction Description, Date, Amount, Name, Card, Credit, TXNREF, and Status. Four transactions are listed, all with a status of 'Matching Start'.

	PAYMENT TXN ...	TRANSACTION...	B...	TOTAL AM...	NAME O...	C...	CREDIT ...	TXNREF	E...	STATUS
1	PAY-0000010	Complete	1/01...	AUD 1,259.70	ABC	Visa		0000000b305e4a87		Matching Complete
2	PAY-0000027	Purchase	15/0...	AUD 100.00	David M	Visa	41....1111	0000000b43148d47		Matching Start
3	PAY-0000026	Purchase	15/0...	AUD 50.00	Jeena James	Visa	41....1111	0000000b431463f4		Matching Start
4	PAY-0000025	Purchase	15/0...	AUD 30.00	Jeena James	Visa	41....1111	0000000b43144173		Matching Start

### 6.2. Select a payment and select the 'Receipt' button



The screenshot shows the details of a payment transaction with ID 'PAY-0000027'. The 'Receipt' button is highlighted in the top right corner. Below the transaction details, there is a progress bar showing the status of the transaction: 'Payment Complete', 'Receiving Complete', and 'Matching Complete'. The 'Details' tab is selected, showing the status and source of the payment. The status is 'Matching Start' and the source is 'Banked Payment'. There are also links for 'Status Information Table' and 'DEMO FACILITY'.

Transaction Source	Method of Payment	Total Amount	Bank Deposit Date	Name	Email
Checkout	Credit Card	AUD 100.00	15/08/2019	David Montgomery	

Progress bar: ✓ ✓ ✓ **Payment Complete** Receiving Complete Matching Complete

Details | Letter Template | Contact & Account | Recurring Payment | Chatter

▼ Status & Source

Status ⓘ  
Matching Start

Banked Payment ⓘ  
YES

Payment Source ⓘ

Help Link  
[Status Information Table](#)

Merchant Facility  
[DEMO FACILITY](#)

Payment Form

Activity History (0)

Refund Txn's (0)

Recurring Authorisations (0)

Notes & Attachments (0)

## 6.3. View receipt with logo

