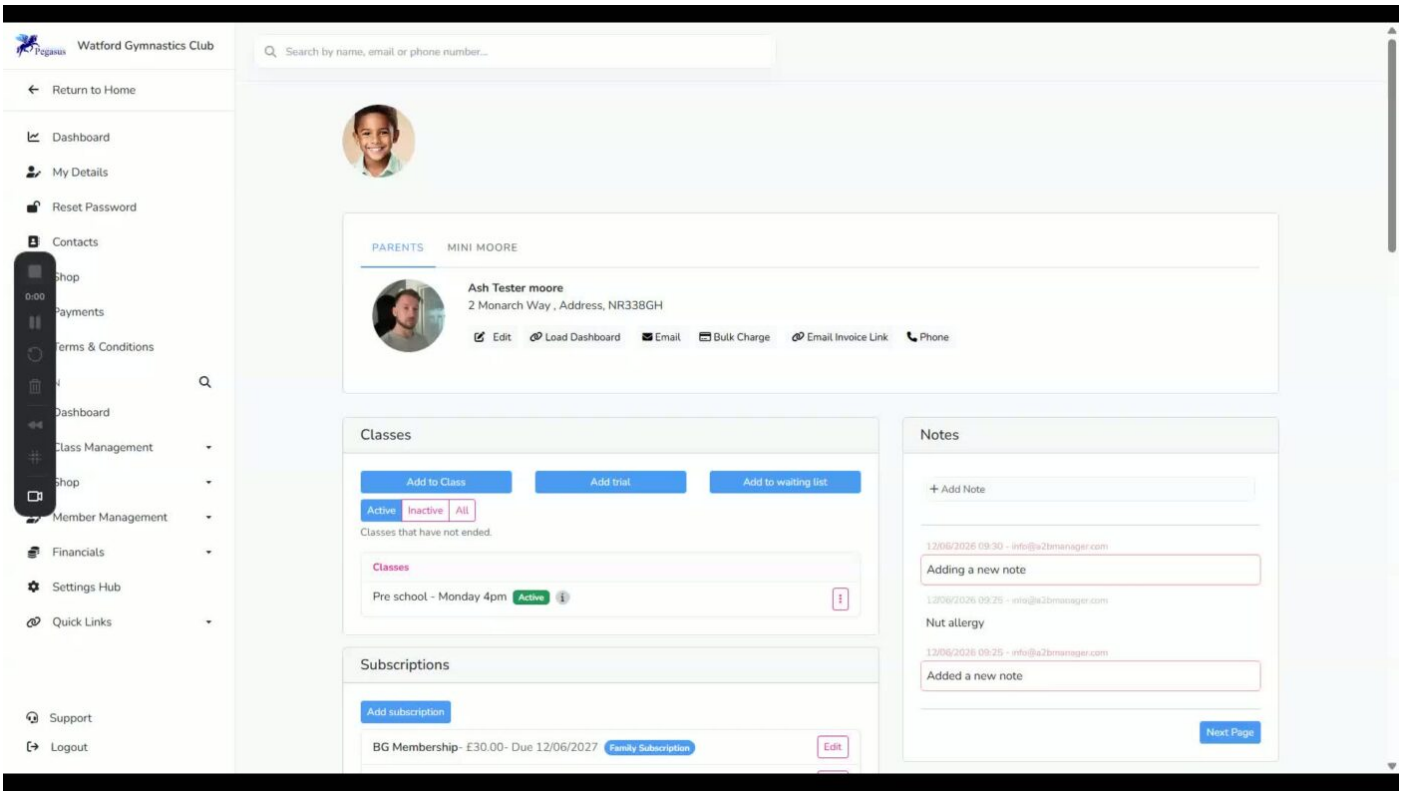
Email an Invoice Link from Profile

Student Profile · https://a2bmanager.com/docs/email-an-invoice-link-from-profile/

Embedded media: https://www.loom.com/embed/5be555c93e694070b15100771052af43

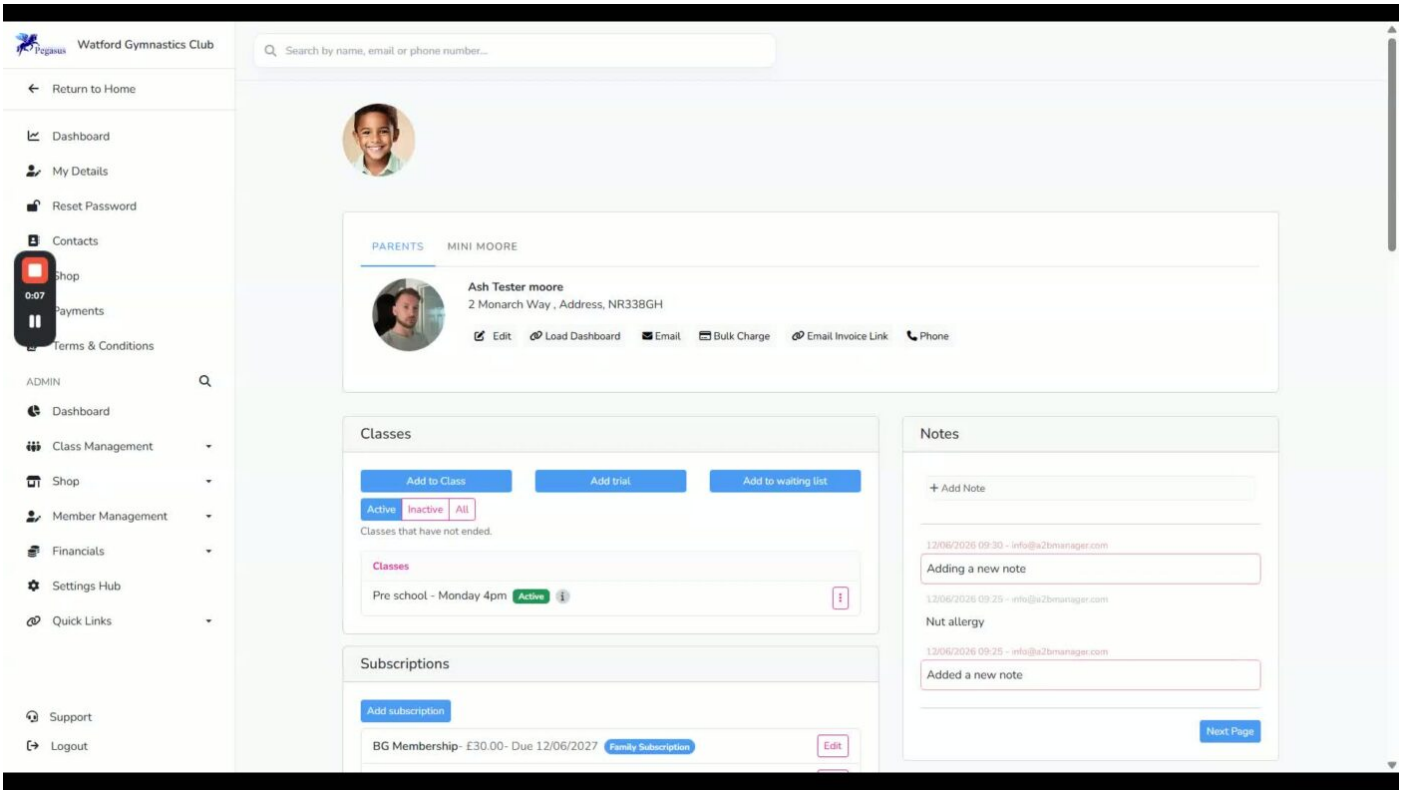
How to Email an Invoice Link to a Member from Their Profile

1. Open the member's profile and start the invoice email 0:00



- From the member's **profile page**, click **Email Invoice Link**.
- This begins the process of sending an invoice link directly to the member.

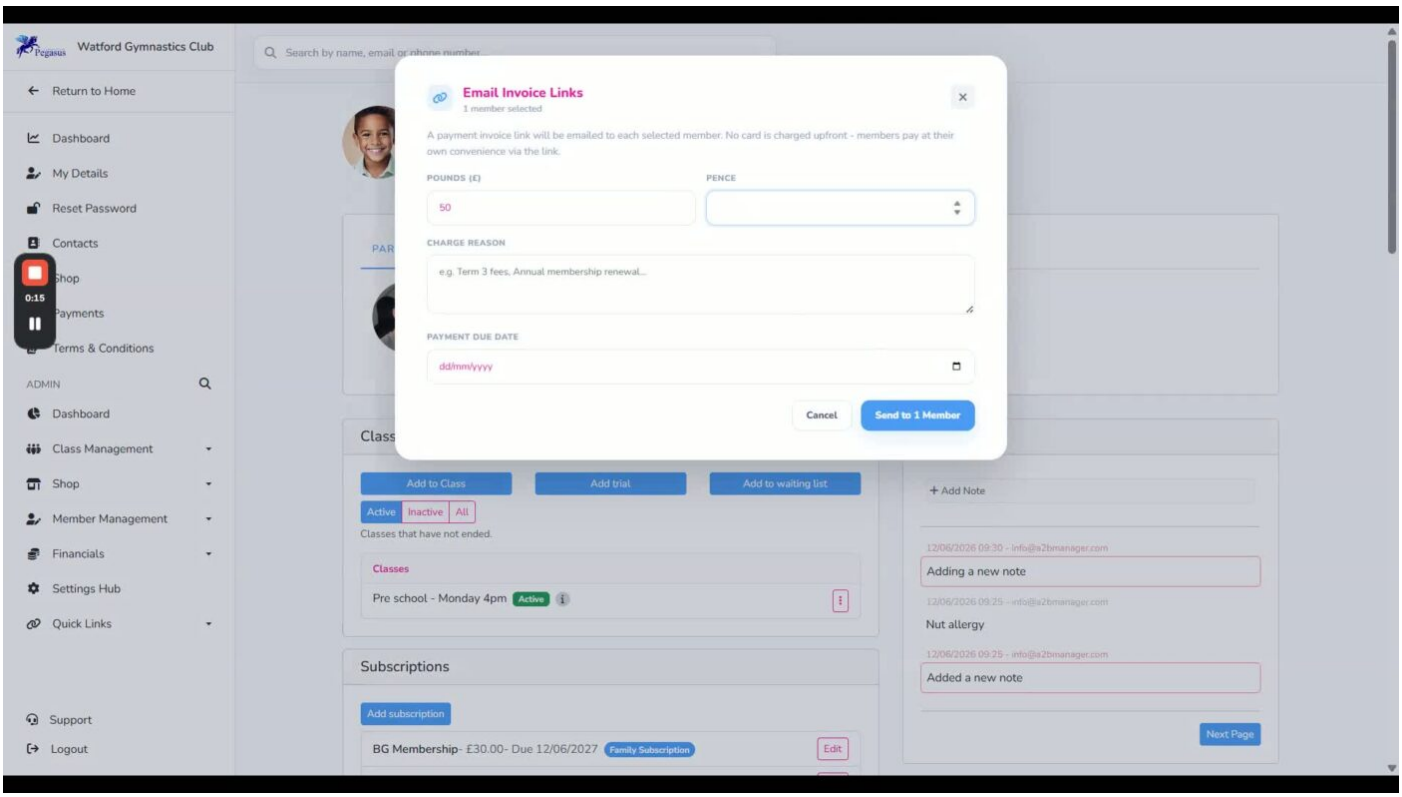
2. Fill out the invoice details 0:08



- Enter the required invoice information.

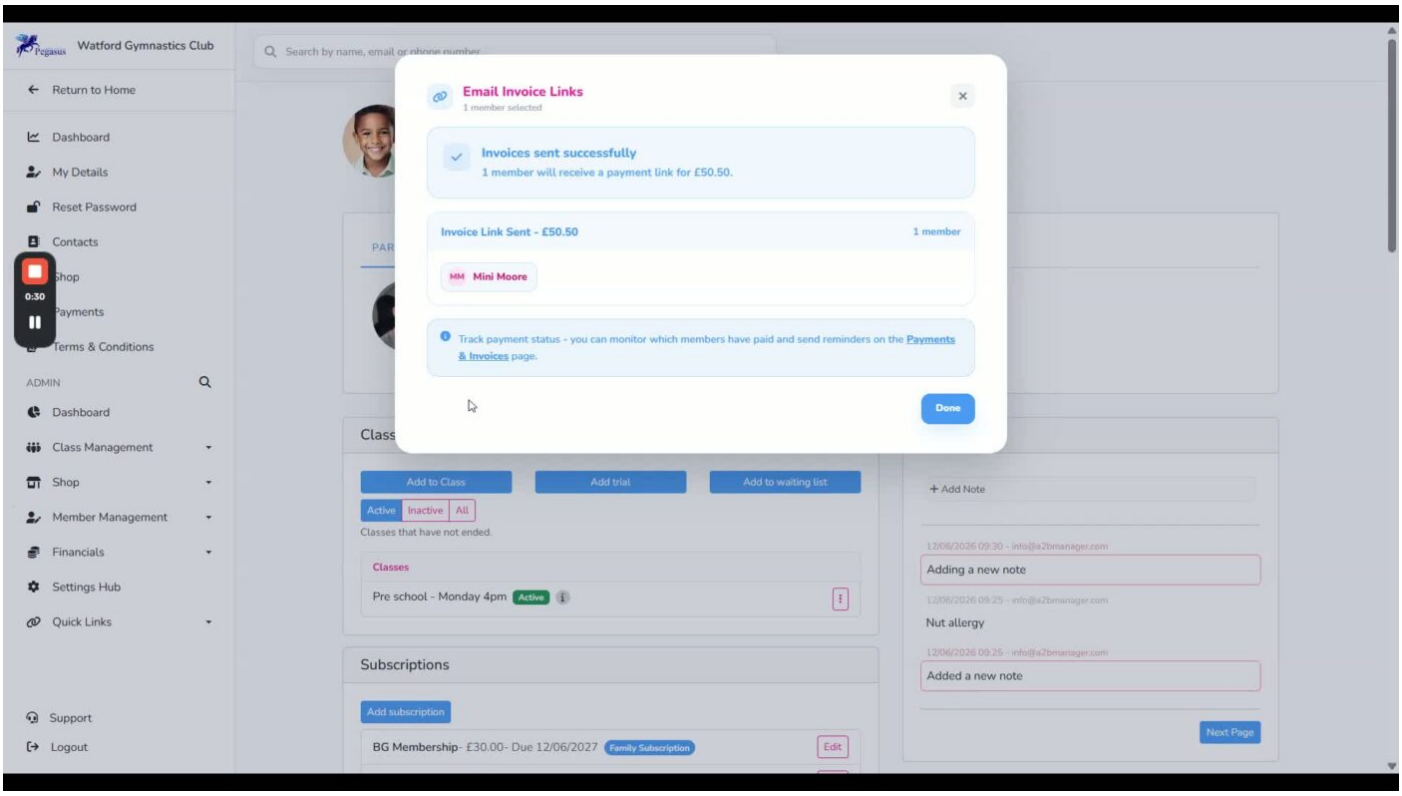
- Add the **payment due date** so the member knows when payment is expected.
- Review the details before sending.

3. Send the invoice link 0:16



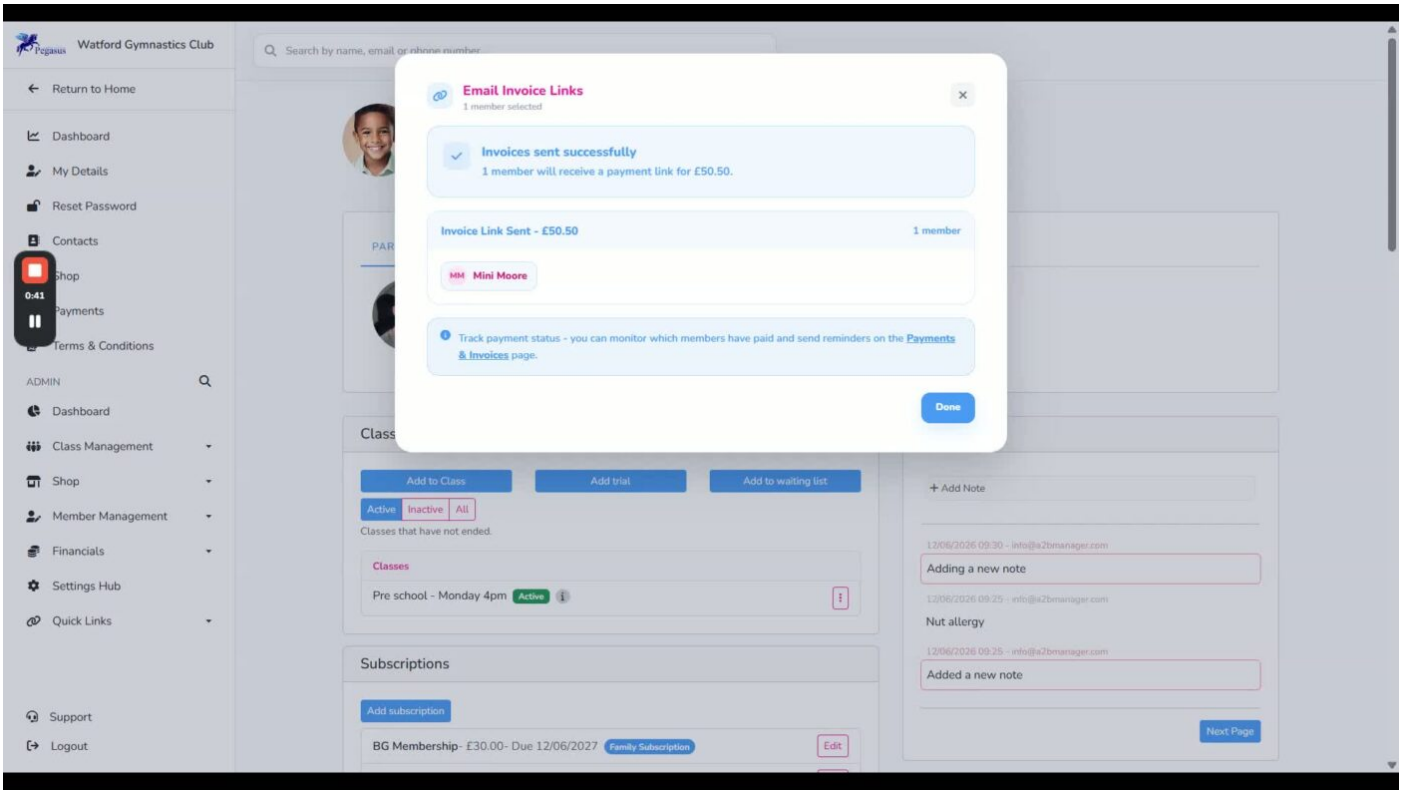
- Click to **send** the invoice link to the member.
- The system confirms that the invoice link has been successfully sent.

4. Track payment status 0:31



- After sending, you can monitor the invoice through the **Payments** and **Invoices** pages.
- Use these pages to check whether the invoice has been viewed or paid.

5. Member pays from their dashboard 0:42



- The member receives the invoice link by email.

- They can log into their **parent dashboard**.
- From there, they navigate to the **payment status** section and complete the invoice payment.