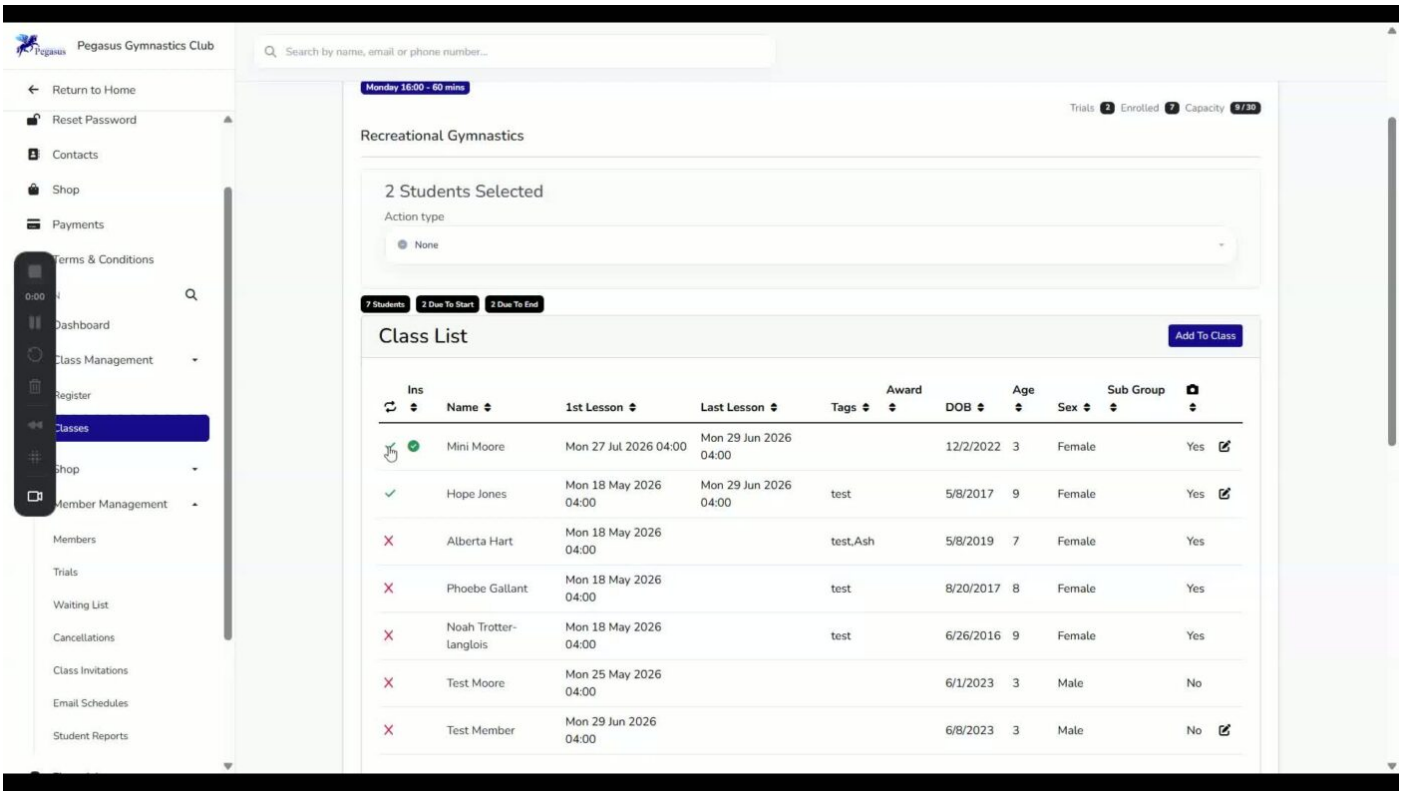
How to Email a Payment Invoice Link

Actions · https://a2bmanager.com/docs/how-to-email-a-payment-invoice-link/

Embedded media: https://www.loom.com/embed/47f106a265944be890ad342cc96d5265

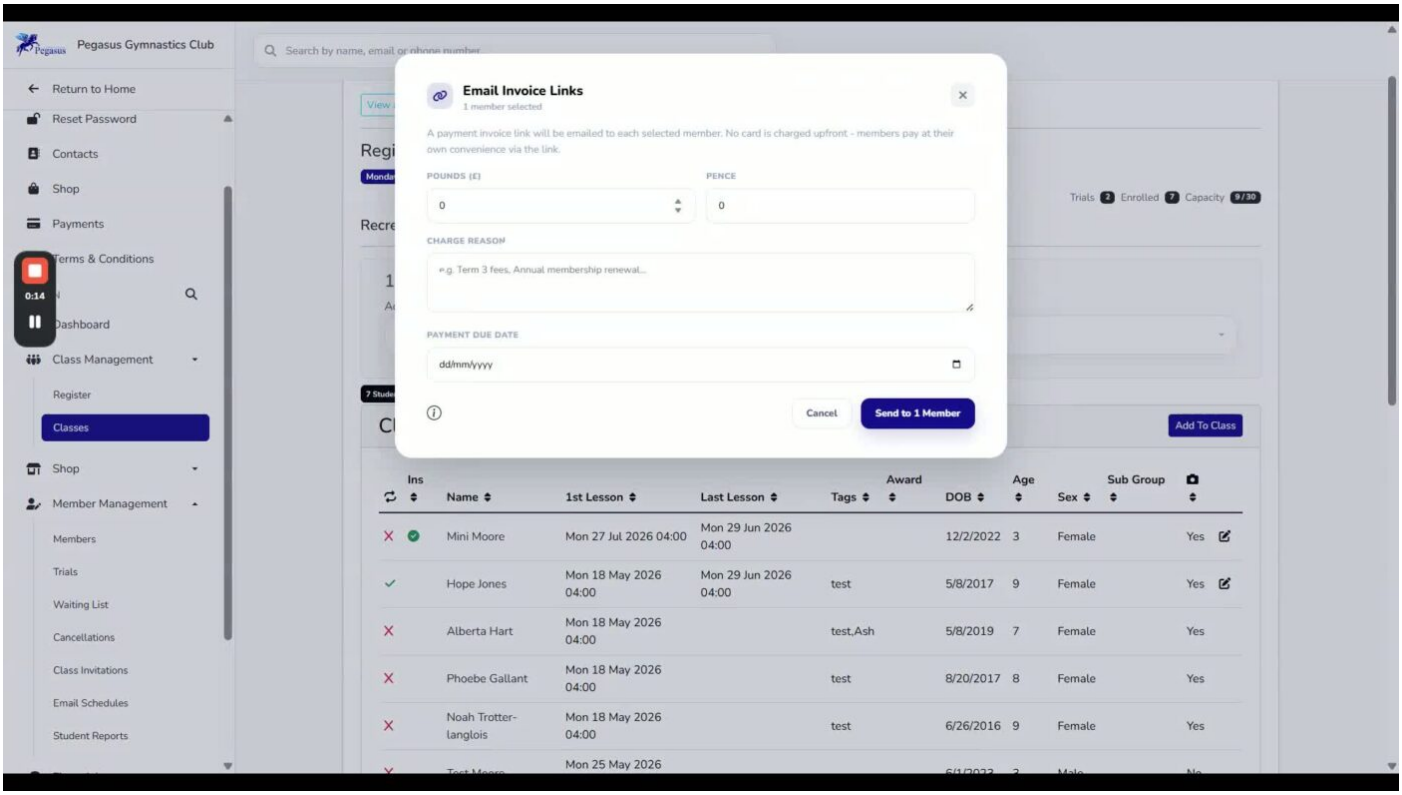
How to Send a Member a Payment Invoice Link

1. Select the member and choose the invoice action 0:00



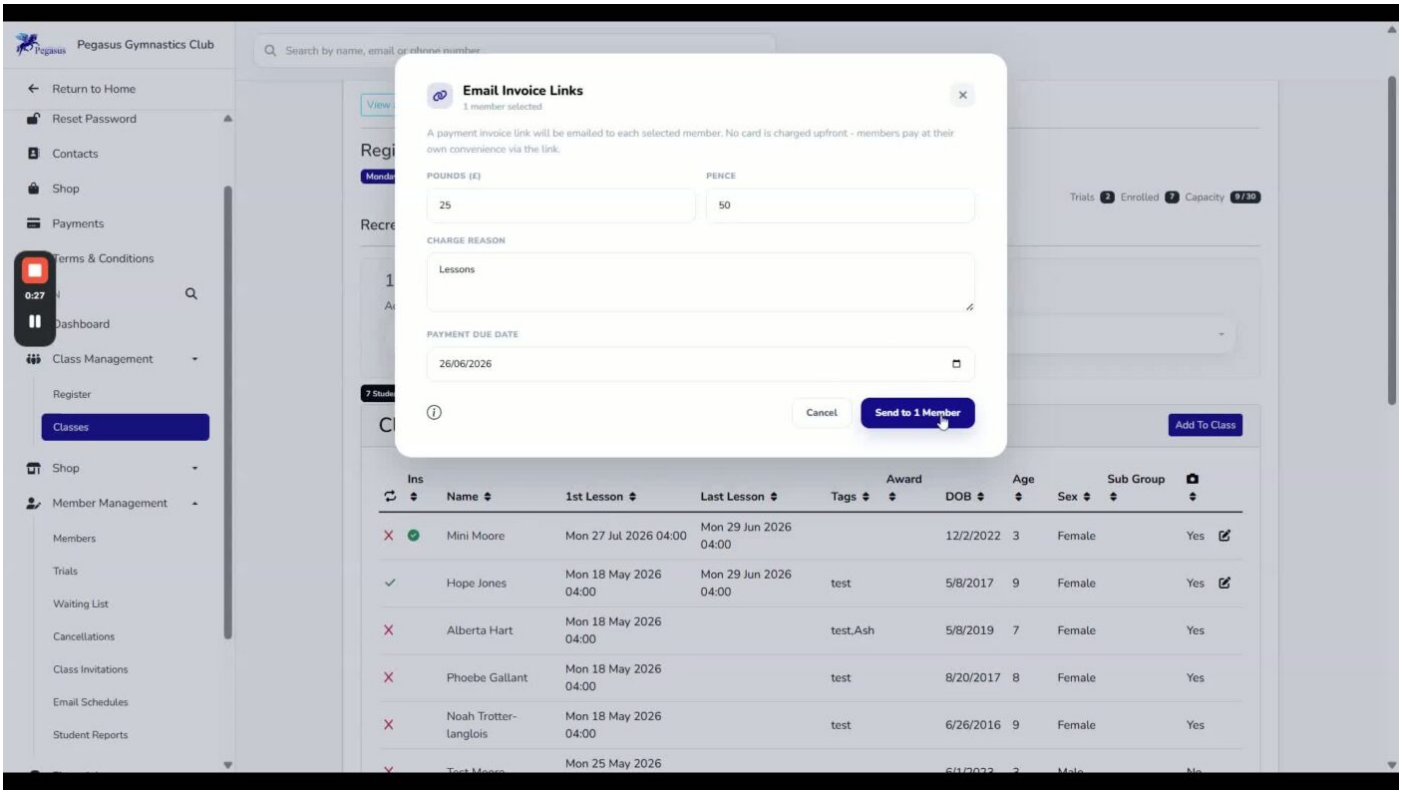
- Open the member record you want to bill.
- In **Action Type**, select **Email Invoice Link**.
- This starts the invoice creation process for that specific member.

2. Fill out the invoice details 0:15



- Complete the invoice form with the required information.
- Set the **payment due date** for when the invoice should be paid.
- Review the details before sending to make sure the invoice is correct.

3. Send the invoice to one member 0:24



- Send the invoice to the selected member.
- The invoice link will be created and delivered to that member.
- After sending, you can monitor the payment status in the **payment and invoice page**.