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- 2023-07-17 - Stripe

1. Log-in to your account at https://dashboard.stripe.com/login

2. Under the search bar, look for your client by typing any specific detail e.g. email address.

C VSee Clinic ~	Q adam @gmail.com		6 6
HomePayments	Lustomers 1		View all
↑↓ Balance	adam @gmail.com	Adam	2017/08/16 22:13

3. Click on one of the results. Make sure you have the correct client record.

4. On the client's record, scroll down up until the **Payments** section. Click on the **+ Create payment** button.

	VSee Clinic $ \checkmark $	Q Search				🍋 🚱
♠	Home					······
10	Payments			No bank accounts		
$\uparrow_{\!$	Balance					
0	Customers	Payments				+ Create payment
0	Radar					
۲	Billing	AMOUNT		DESCRIPTION	CUSTOMER	DATE
•	Connect	\$1.00	USD Refunded 5	Payment for invoice 6DC1CDC-	adam @gmail.com	Mar 20, 4:58 PM 🛛 🚥
1	Orders					
P 0	Developers View test data	Subscriptions				+ Add subscription

5. Fill out the fields with the required information. Click **Charge Customer**.

Create a new payment

Currency	USD - US Dollar 🗘]				
Amount	\$ 49.00)				
Payment method	• •••• 8286 01/2021 <]				
Statement desc	vsee.com	8				
Description	Optional					
Advanced Authorize only You'll have 7 days to capture this payment.						
	Cancel Charge cus	tomer				
Tags						
add charge						
create payment						
Stripe						