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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.

The screenshot shows the Stripe dashboard interface. On the left, there is a sidebar with links: Home, Payments, Balance, Customers (which is selected and highlighted in blue), Radar, Billing, Connect, Orders, Developers, and View test data. The main area has a search bar at the top with the placeholder 'Search' and a red box highlighting the input field where 'adam@gmail.com' is typed. Below the search bar, there is a 'Customers' section with a sub-section for 'adam@gmail.com'. The 'Customers' section also includes a 'View all' link and a timestamp '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.

The screenshot shows the Stripe dashboard interface, similar to the previous one but with a different view. The sidebar is the same. The main area shows a 'Payments' section with a table. The table has columns: AMOUNT, DESCRIPTION, CUSTOMER, and DATE. There is one row: '\$1.00 USD Refunded' with a link to 'Payment for invoice 6DC1CDC- adam@gmail.com Mar 20, 4:58 PM ...'. To the right of the table is a red box highlighting the '+ Create payment' button.

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

Create a new payment

Currency

Amount

Payment method

Statement desc  

Description

Advanced Authorize only
You'll have 7 days to **capture** this payment.

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