Stripe > Manually Create Payment

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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.

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.

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

Tags

add charge

create payment

Stripe