

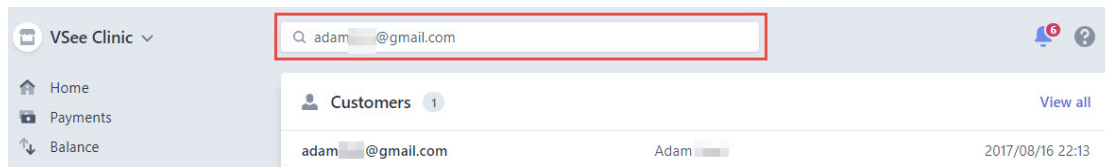


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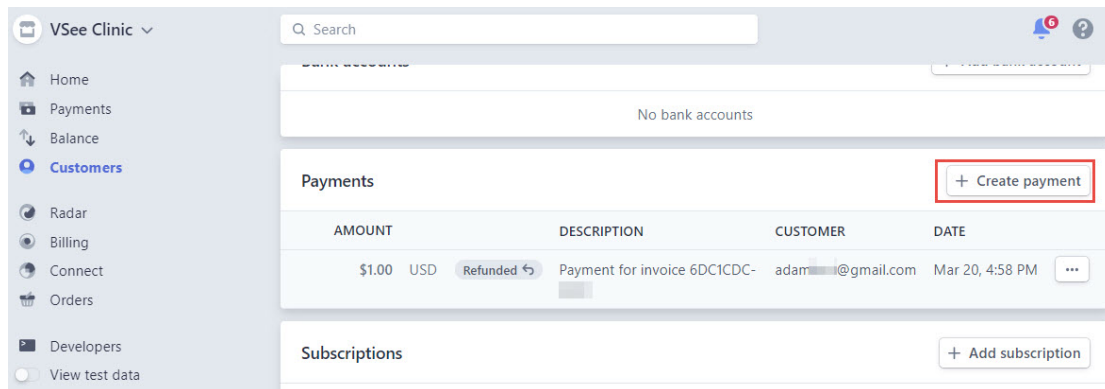
Stripe > Manually Create Payment

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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**.

Create a new payment

Currency	USD - US Dollar	⌵
Amount	\$ 49.00	
Payment method	 8286 01 / 2021 ⌵	
Statement desc	vsee.com	 
Description	Optional	
Advanced	<input type="checkbox"/> Authorize only	
	You'll have 7 days to capture this payment.	
<div>Cancel Charge customer</div>		

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