

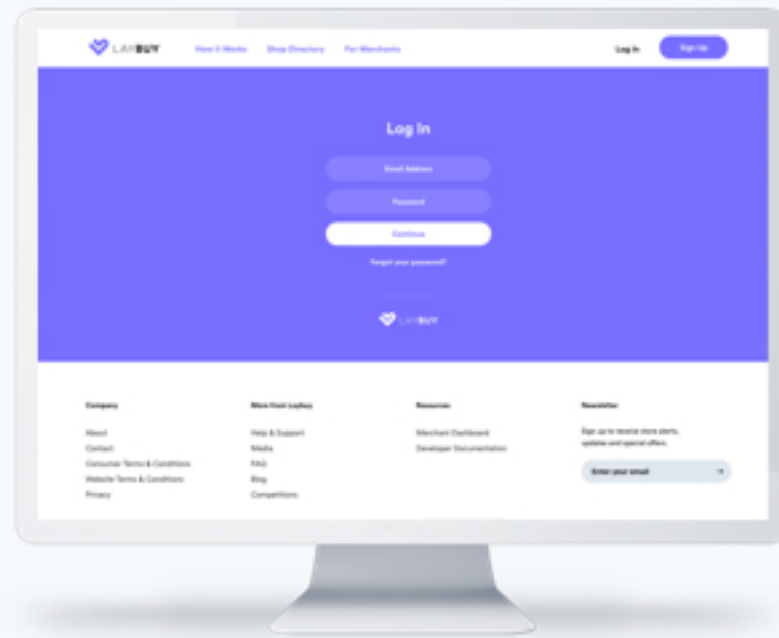
# LAYBUY GO

## PROCESS

### STEP 1

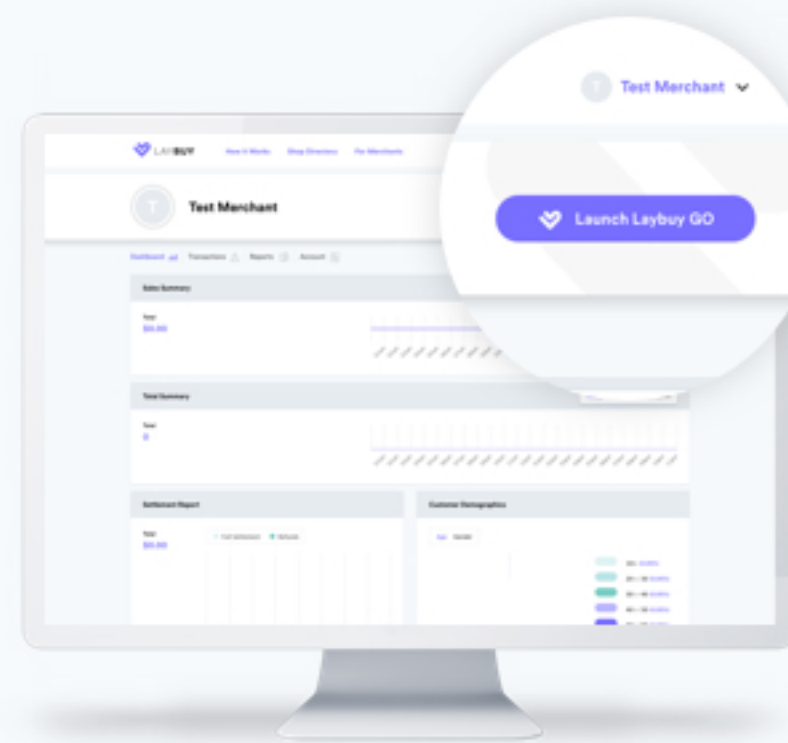
Access your merchant dashboard at [laybuy.com/merchant](https://laybuy.com/merchant)

Your individual login is provided on set up.



### STEP 2

Select **LAUNCH LAYBUY GO** to open your Laybuy POS window.



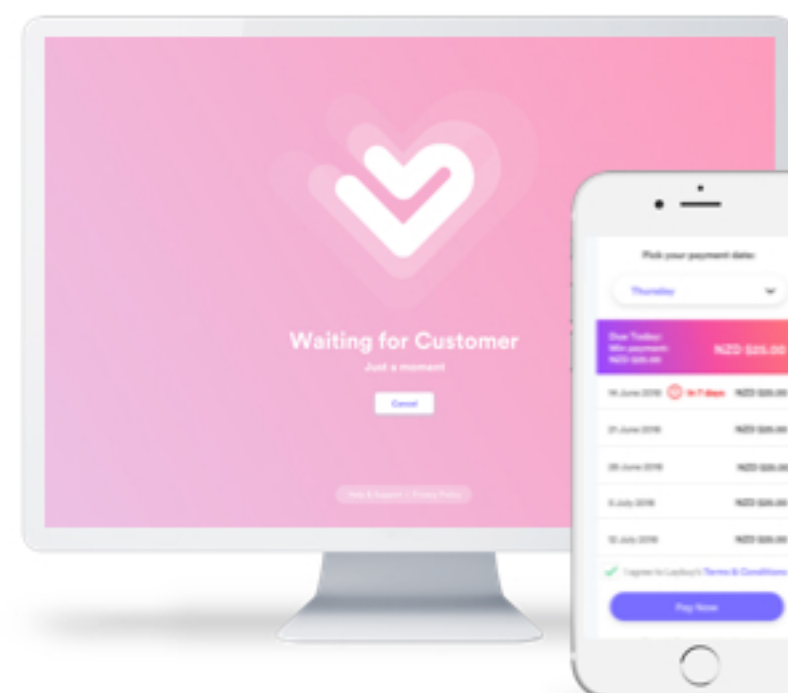
### STEP 3

Input the total purchase amount, the customers mobile number and a reference of your choice. Hit **SUBMIT** and the sale will process.



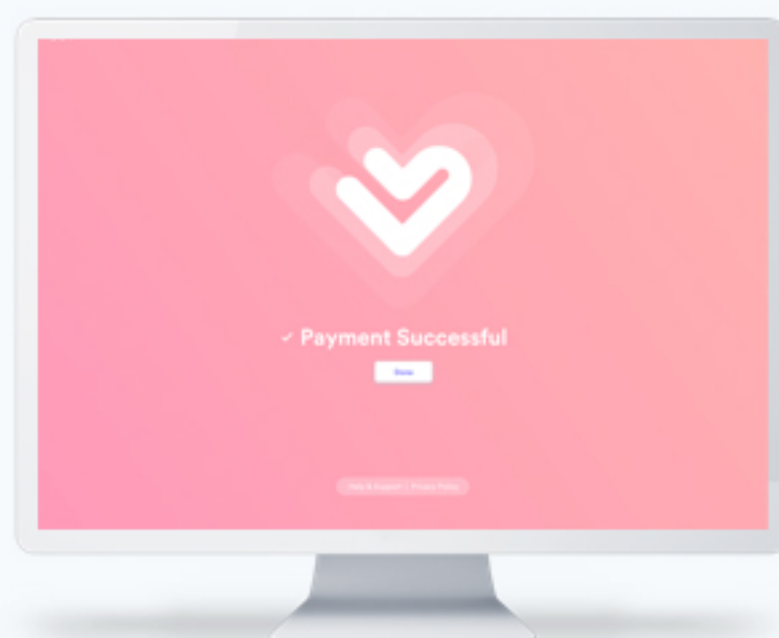
### STEP 4

The customer is then prompted to complete the sale via an SMS message on their mobile device. They will need to accept the payment & hit **PAY NOW**.



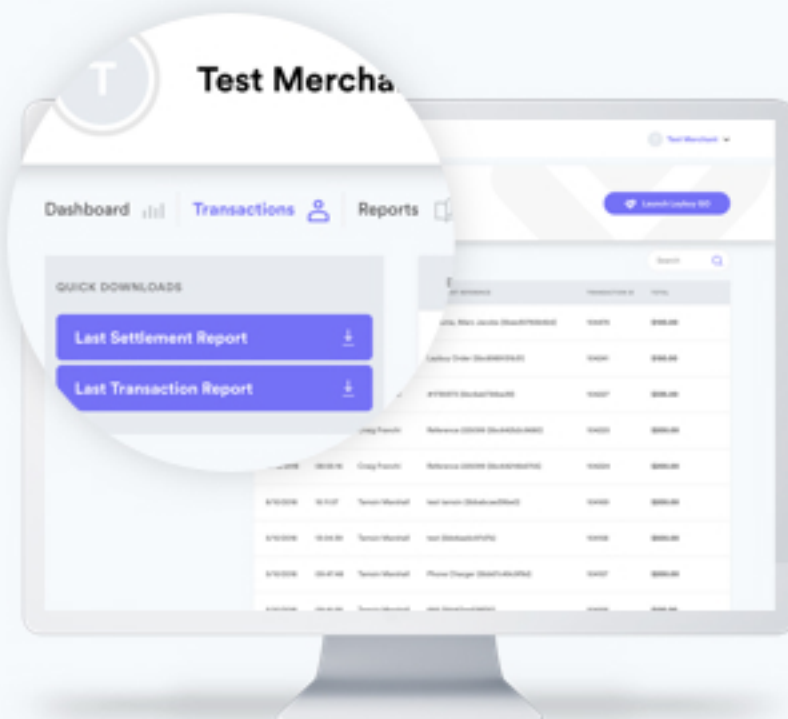
### STEP 5

Once the success message is shown, the payment is complete.



### STEP 6

Transactions can be viewed via the transactions tab in your merchant portal, where reconciliation and refunds can be performed.



## PROCESSING A LAYBUY REFUND REQUEST

Go to the **TRANSACTIONS** tab in your merchant portal, select the transaction to be refunded, click the **REFUND** button within the transaction, enter the amount to be refunded along with a reason & hit **REFUND** to complete.

If you have any issues, please contact us at [support@laybuy.com](mailto:support@laybuy.com)

