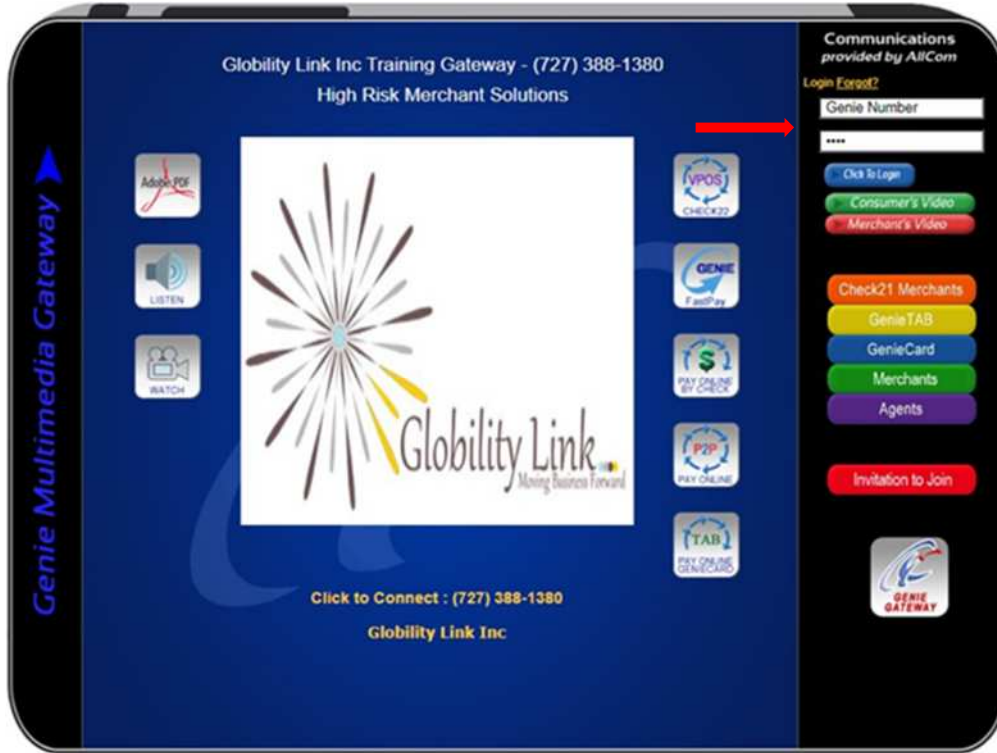
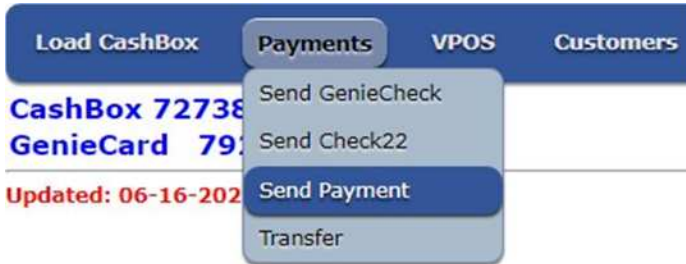


# How do I pay my vendors or employees from my CashBox?

**Step 1:** Log into your Cashbox Account in the upper right-hand corner.



**Step 2:** From the Payments Tab, select the option "Send Payment"



**Step 3:** From here you will enter the Genie Number or Cell Phone, Payment Amount, Reference Code (usually your Vendors Account Number or Employees Name and any Description may you need. Select Send.

## SEND PAYMENT

Send payment from your CashBox (your payment will be processed as an electronic cash payment from your CashBox to another CashBox ).

**Your CashBox balance = \$ 16.38 Available funds = \$ 16.38**

Genie Number/Cell Phone/Email

Amount \$

Reference Code

Description

**Send**

**Step 4:** You will receive a confirmation screen with the transaction ID and the cost of the transaction.

**\*P2P (Vendor) Payments** can only happen when both the sender and the receiver of the payment has a Push Cheque "Genie" Account. If the receiving party does not have an account they can create one for free from the Email or Text Received.

**Your transaction is completed (DO NOT HIT SEND AGAIN) if you see the confirmation details, you will send the same payment again!**

**You must repopulate the transaction details for the new transaction (unless you're sending the same payment twice).**

Email Examples for both Sender and Receiver are below...

**Receivers Email Notification:**

Hello **Globility Link Inc Training Gateway** :

Your CashBox was credited with a payment for **\$ 1.00** as described below:

Date/Time:	Thursday, September 7, 2017 11:43:17 AM
Confirmation #:	542322
Payment Amount:	<b>\$ 1.00</b>
Net Credit to your CashBox:	<b>\$ 1.00</b>
Your Genie Number:	727-388-1380 - Globility Link Inc Training Gateway
Buyer's Genie Number:	727-388-1380 - Globility Link Inc Training Gateway
Order/Reference Code:	Test
Description/Comment:	Test Send Payment

**Senders Email Notification:**

Reply Reply All Forward IM

Thu 9/7/2017 2:43 PM



Service@GenieGateway.com

Your payment of \$1.00 to Globility Link Inc Training Gateway was delivered

To [\[redacted\]](#)



Hello Globility Link Inc Training Gateway:

Your payment of **\$ 1.00** was delivered and this amount was deducted from your CashBox please see the details below:

For questions regarding this transaction please call 727-388-1380 - Globility Link Inc Training Gateway.

Date/Time:	Thursday, September 7, 2017 11:43:17 AM
CashCode/Confirmation #:	542322
Payment Amount:	<b>\$ 1.00</b>
Gateway:	727-388-1380 - Globility Link Inc Training Gateway
Your Genie Number:	727-388-1380 - Globility Link Inc Training Gateway
Seller's Genie Number:	727-388-1380 - Globility Link Inc Training Gateway
Promo/Reference Code:	Test
Description/Comment:	Test Send Payment