

First steps with Axepta BNP Paribas Pay By Link



AXEPTA

BNP PARIBAS

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First steps with Axepta BNP Paribas Pay by Link

This section explains how to get started with the Axepta BNP Paribas Pay by Link offer and use the Merchant Portal to create and track your payment links.

1. Emails received after subscription

After subscribing to the Axepta BNP Paribas Pay By Link offer, two emails are sent.

1.1. Welcome email

All contacts provided during the subscription receive a welcome email.

This email contains:

- The links to the online documentation
- The access link to the Axepta BNP Paribas Merchant Portal
- The information regarding the bank deposit
- [The support contact details](#)

1.2. Email for Merchant Portal access (administrator contact)

A second email is sent **only** to the administrator contact defined during the subscription.

This email contains:

- Login credentials for the Merchant Portal



Only the administrator contact receives these initial accesses.

2. Access the Axepta BNP Paribas Merchant Portal

1. Click on the Axepta BNP Paribas Merchant Portal link provided in the Welcome email
2. Log in with the credentials received by email (administrator contact)
3. You access your Pay by Link management space



Access to Merchant Portal: <https://online.axepta.bnpparibas/>

3. Features available in the Merchant Portal

3.1. Manage Transactions

From the Merchant Portal, you can:

- View all your transactions
- Access payment details and statuses
- Search and filter transactions



Associated documentation: [Viewing operations](#)

3.2. Manage Users

Administrators can:

- Create new users
- Define access rights
- Modify or deactivate existing accounts



Associated documentation: [Creating new user](#)

3.3. Create and Manage Payment Links

With Pay by Link, the Merchant Portal allows you to:

- Create payment links
- Share the links with your customers
- Track payments associated with each link



Associated documentation: [Create a payment link](#)