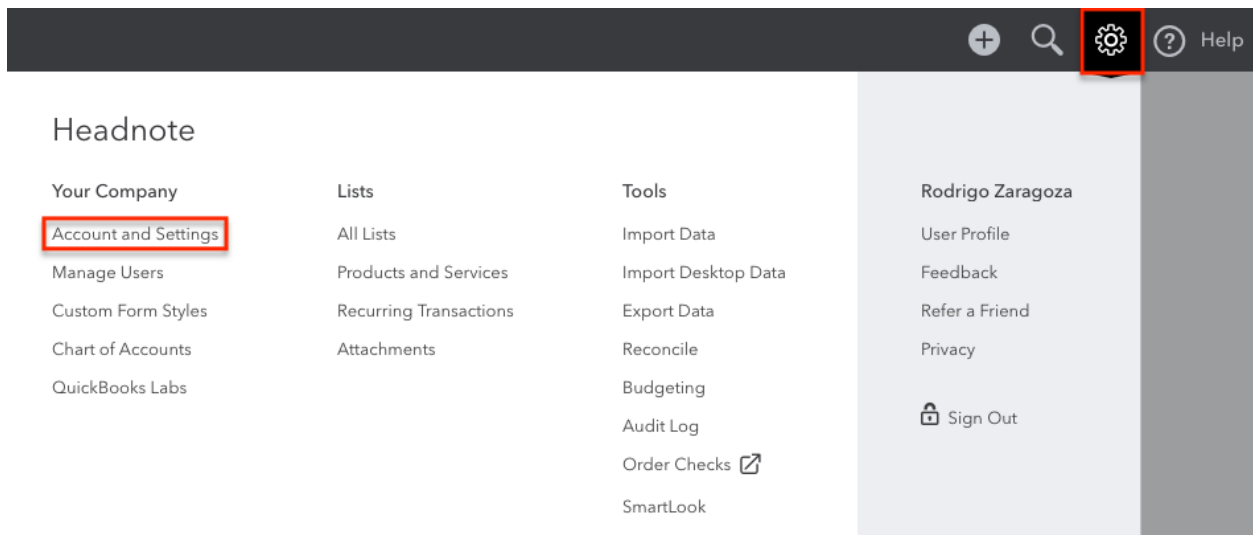


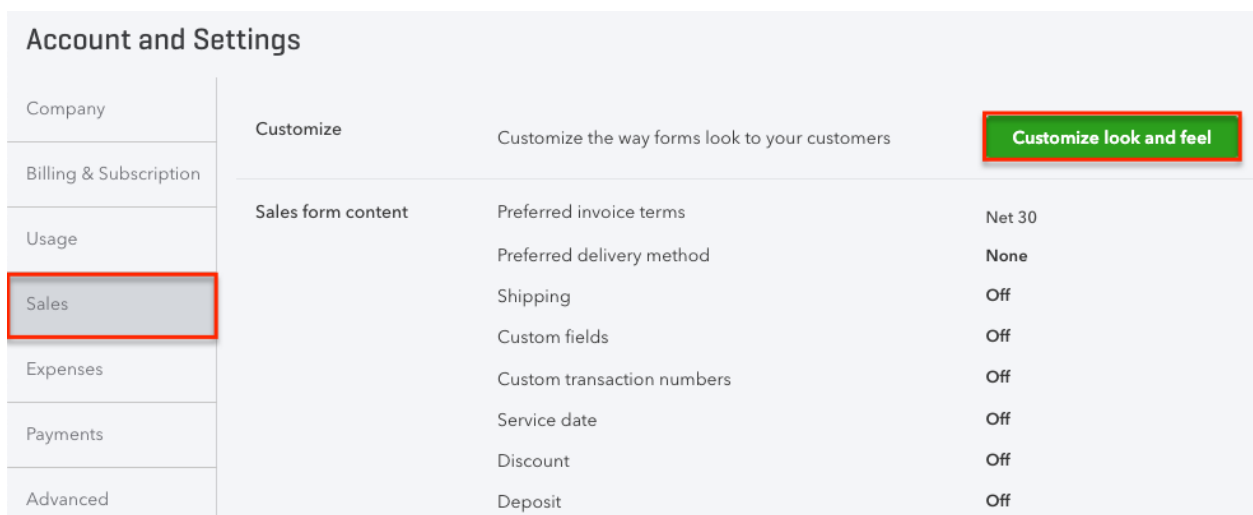
# HEADNOTE

## How to add Payment Links to your QuickBooks account

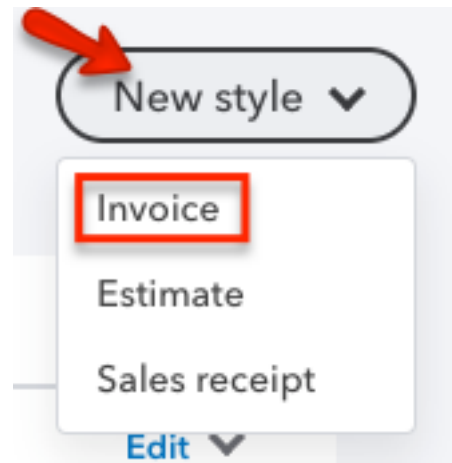
1. Log in to your QuickBooks account
2. Click on the gear icon (settings) at the top-right navigation menu
3. Click **“Account and Settings”** from the “Your Company” column



4. Select **“Sales”** from the left-hand menu
5. Click the green **“Customize look and feel”** button at the top-right



6. Click **“New Style”** at the top right and click **“Invoice”** from the drop down menu



7. Select the **“Email”** tab from the styles bar
8. Add your Headnote OneLink to the **“Message to customer”**

Design   Content   **Emails**   Payments

▼ How your invoice appears in emails

- Full details
- Summarized details
- PDF Attached

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▼ Standard email

Edit the email your customers get with every invoice

**Subject**

Invoice [Invoice No.] from Headnote

Use greeting   Dear   [FullName]

**Message to customer**

Here's your invoice! We appreciate your prompt payment.

You can pay online via Headnote:  
<https://headnote.com/#!/pay/3d0eb0c3/operating>

Thanks for your business!  
Headnote

9. Preview your new email and notice the difference with your OneLink included
10. Click the green “Done” button at the bottom-right



## Headnote

Dear [customer full name]

Here's your invoice! We appreciate your prompt payment.

You can pay online via Headnote:  
<https://headnote.com/#!/pay/3d0eb0c3/operating>

Thanks for your business!  
Headnote

INVOICE 12345 DETAILS

DUE 02/12/2016

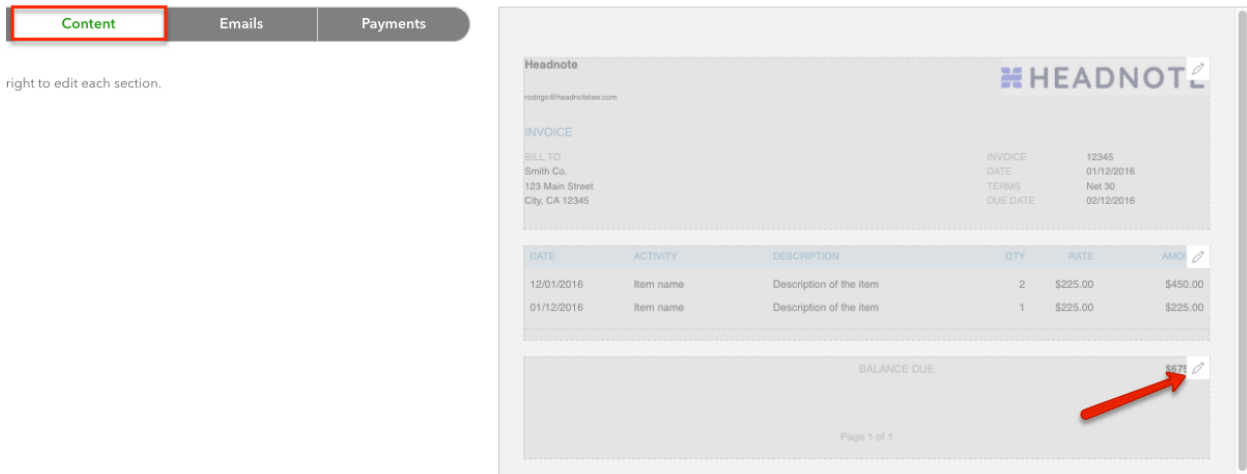
**\$675.00**

Done

# Add a Payment Link to your Invoices

1. Select the **“Content”** tab on the styles bar
2. Click the small pencil icon on the footer section of your invoice

right to edit each section.



The screenshot shows the Headnote invoice editor. At the top, there are three tabs: 'Content' (highlighted with a red box), 'Emails', and 'Payments'. Below the tabs, the text 'right to edit each section.' is visible. The main area displays a preview of an invoice. The invoice header includes the Headnote logo and contact information. The 'INVOICE' section shows 'BILL TO' information for Smith Co. and 'INVOICE' details including invoice number 12345, date 01/12/2016, terms Net 30, and due date 02/12/2016. A table lists two items with columns for DATE, ACTIVITY, DESCRIPTION, QTY, RATE, and AMT. The total amount is \$675.00. A red arrow points to a pencil icon next to the total amount, indicating that it can be edited.

3. Add the OneLink to your footer and preview the changes on the right side
4. Click **“Done”** when you’re finished

Footer

Display

Discount

Deposit

Estimate summary

Message to customer on

Invoices

Thank you for your business and have a great day!

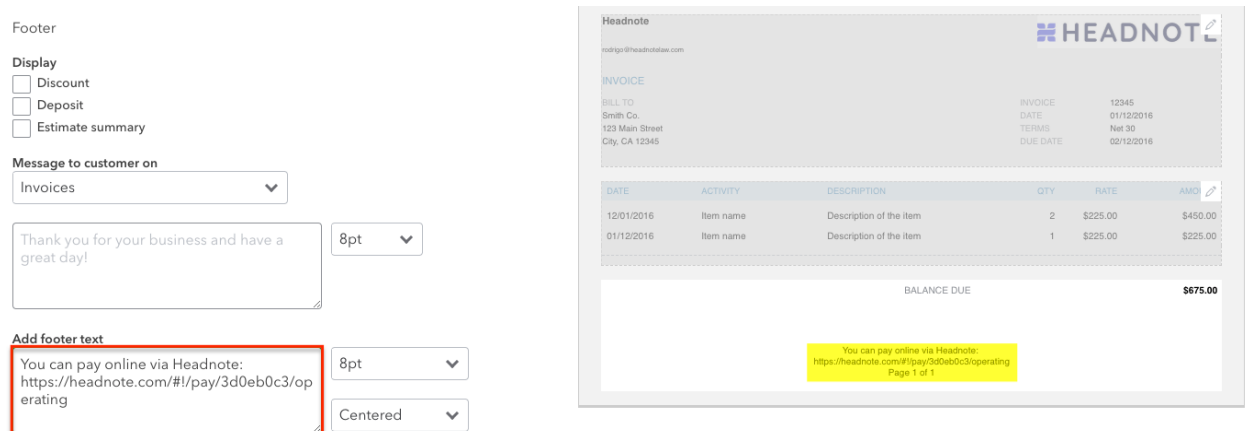
8pt

Add footer text

You can pay online via Headnote:  
<https://headnote.com/#/pay/3d0eb0c3/operating>

8pt

Centered



The screenshot shows the footer configuration options on the left and the updated invoice preview on the right. The 'Add footer text' field is highlighted with a red box. The preview shows the invoice with the payment link added to the footer. The footer text is: 'You can pay online via Headnote: https://headnote.com/#/pay/3d0eb0c3/operating'. The preview also shows the 'BALANCE DUE' section with the amount \$675.00.