

MultiPay

for HubSpot

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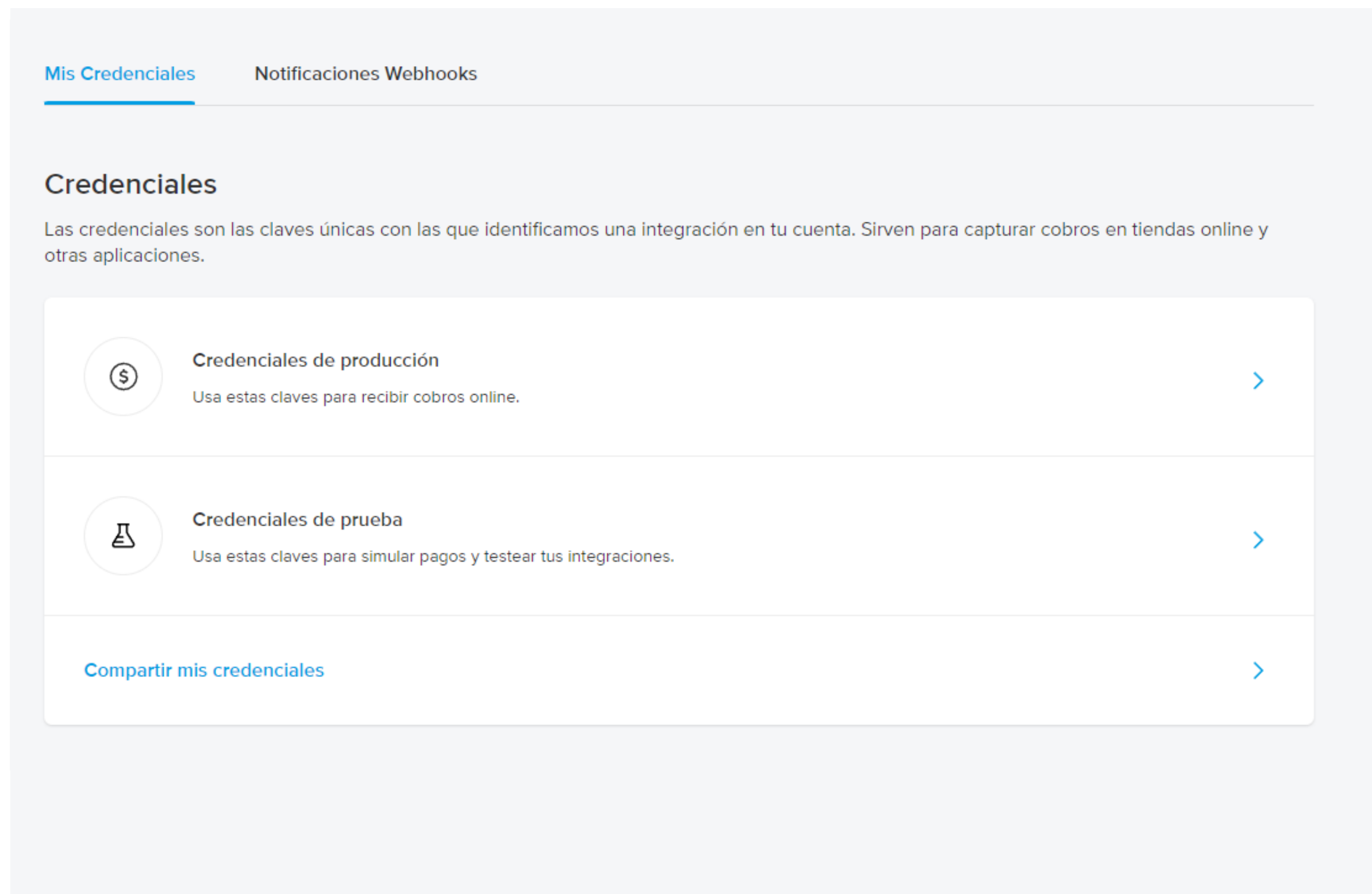
This is a manual for users of [MultiPay for HubSpot](#), we hope this could be helpful in your journey.

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How to connect a payment service provider

Step 1:

Go to your **Mercado Pago** credentials portal, for Mexico i.e. <https://www.mercadopago.com.mx/developers/panel/credentials>



The screenshot shows the 'Mis Credenciales' (My Credentials) page in the Mercado Pago developer portal. At the top, there are two tabs: 'Mis Credenciales' (active) and 'Notificaciones Webhooks'. Below the tabs, the main heading is 'Credenciales'. A descriptive paragraph states: 'Las credenciales son las claves únicas con las que identificamos una integración en tu cuenta. Sirven para capturar cobros en tiendas online y otras aplicaciones.' Below this, there are three main sections, each with an icon and a right-pointing arrow:

- Credenciales de producción** (Production Credentials): Represented by a dollar sign icon. Description: 'Usa estas claves para recibir cobros online.'
- Credenciales de prueba** (Test Credentials): Represented by a flask icon. Description: 'Usa estas claves para simular pagos y testear tus integraciones.'
- Compartir mis credenciales** (Share my credentials): A blue link with a right-pointing arrow.

Step 2: Select your production credentials

Credenciales de producción

Public Key
[Redacted]

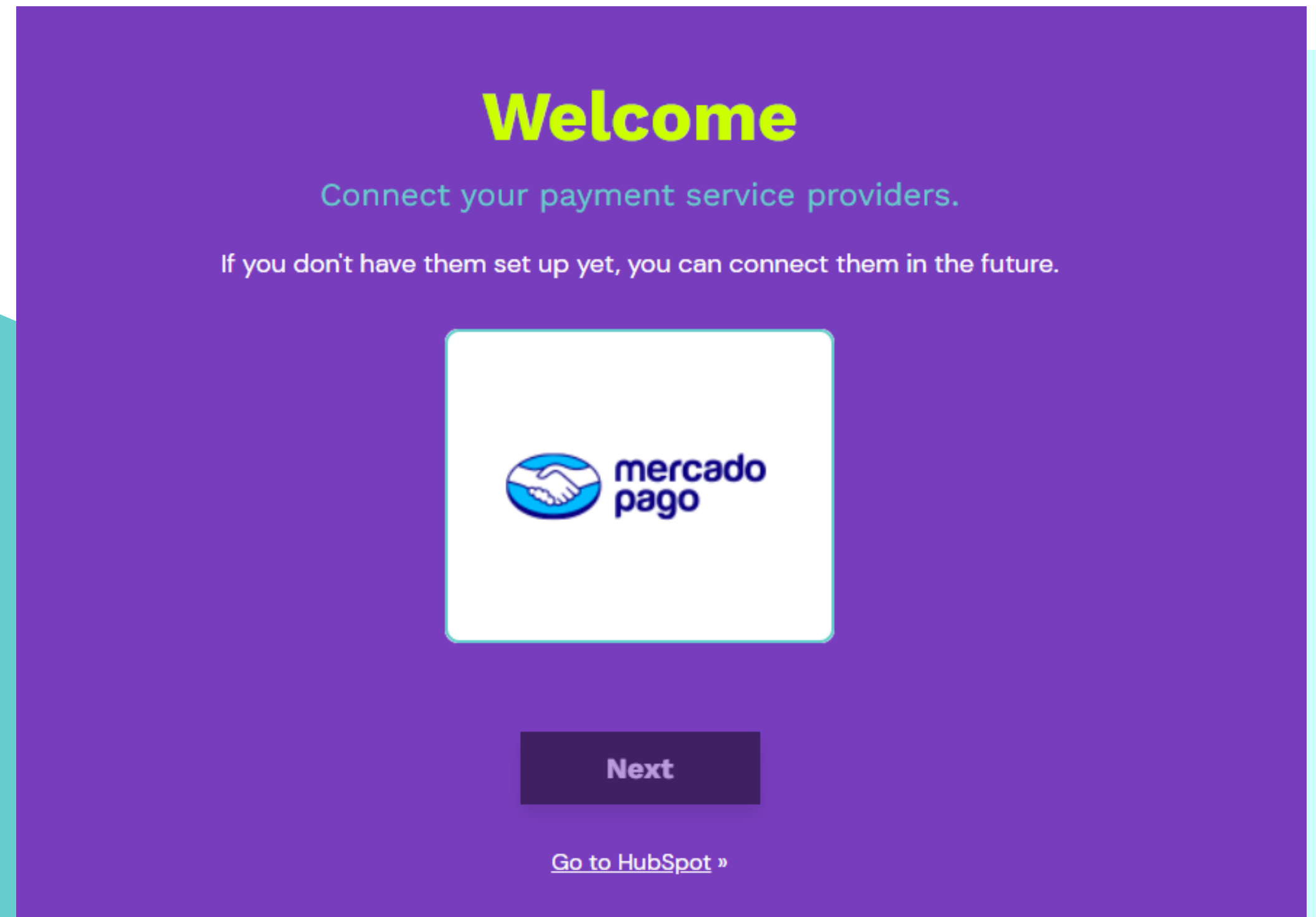
Access Token
..... [Eye icon]

Client ID
[Redacted]

Client Secret
..... [Eye icon]

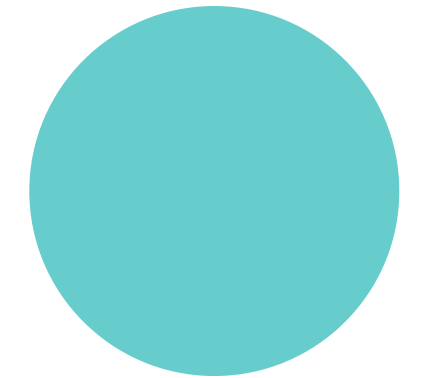
Step 3:

Select **your provider** and click next



The screenshot shows a purple background with the following text and elements:

- Welcome** (in large yellow font)
- Connect your payment service providers.
- If you don't have them set up yet, you can connect them in the future.
- A white box containing the Mercado Pago logo (two hands shaking in a blue circle) and the text "mercado pago".
- A dark purple button labeled "Next".
- A link: [Go to HubSpot »](#)



Step 4:


Enter the public key and private key, then click **“Validate keys.”** Once you get a green confirmation message, click on the **“Finish”** button. You will be redirected to HubSpot.

Almost finished

Enter the API keys for your payment service provider.

[Do you need help? »](#)

Valid credentials!



PUBLIC KEY

TEST-3372f6a7-d859-48b1-k

PRIVATE KEY

TEST-1972105686639783-03

Your keys are safe with us!
We'll store them in order to create payment links in the future.

[Validate keys »](#) **Finish**

[« Go back](#) [Go to HubSpot »](#)

How to create a payment link

Step 1:

Navigate to any Deal detail view and look for MultiPay section on right side of your screen. By default, this module will appear at the bottom, but you can drag this module toward the top if that would be more convenient for you.

The screenshot displays the HubSpot Deal detail view for 'Juan Perez Migration Project'. The deal amount is MX\$30,000, the close date is 05/31/2022, and the stage is 'Appointment scheduled'. The central activity feed shows a recent activity: 'Julian Ceballos moved deal to Appointment scheduled. View details' on May 16, 2022 at 10:51 AM CDT. The right sidebar contains various modules, including 'Contacts (0)', 'Companies (0)', 'Tickets (0)', 'Attachments', 'Deal create attribution' (marked as NEW), 'Playbooks (0)', 'Line items (0)', 'Quotes (0)', 'Revenue attribution', and 'Payment links (0)'. The 'Payment links (0)' module is expanded, showing a 'Create payment link' button and an 'Actions' dropdown. At the bottom of the sidebar, there is a 'Powered by MultiPay for HubSpot | Set up' link and a 'Help' button.

Step 2:

Click “Create payment link.” In the box that pops up, confirm the summary of your payment link information including items like deal name and total amount. If everything looks good, click “Create and share.”

MultiPay for HubSpot - Create payment link

Create payment link

Select your payment service provider:

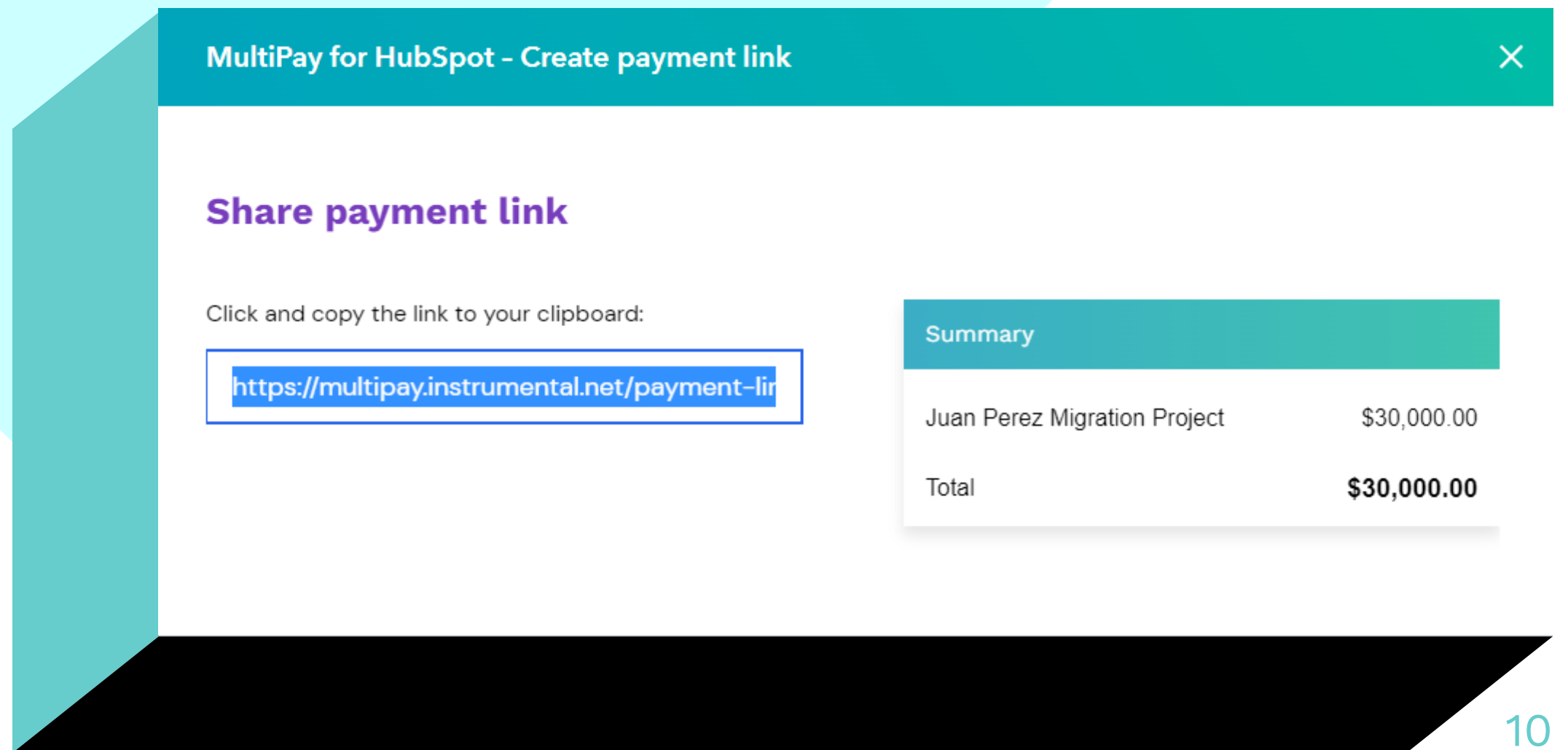
MercadoPago

Summary	
Juan Perez Migration Project	\$30,000.00
Total	\$30,000.00

Create and share

Step 3:

Highlight the URL to copy the link, then paste the link into an email, Whatsapp, or any other app you use to communicate with customers.



The screenshot shows a web interface for creating a payment link. The title bar reads "MultiPay for HubSpot - Create payment link" with a close button. Below the title, the heading "Share payment link" is displayed. A text prompt says "Click and copy the link to your clipboard:" followed by a text input field containing the URL "https://multipay.instrumental.net/payment-lir". To the right, a "Summary" table is shown with two rows: "Juan Perez Migration Project" for \$30,000.00 and "Total" for \$30,000.00.

Summary	
Juan Perez Migration Project	\$30,000.00
Total	\$30,000.00

How to refund a payment

Step 1:

Navigate to the Deal with the payment link you'd like to refund. Click into the Deal details view. Look for MultiPay on your right hand side and click on **“Actions”** on the payment link item. As long as it has a **“Paid”** status, you will see **“Refund”** in the dropdown.

The screenshot displays the HubSpot interface for a deal named "Juan Perez Migration Project". The deal's amount is MX\$30,000, and its close date is 05/31/2022. The current stage is "Appointment scheduled".

The central activity feed shows the following entries for May 2022:

- Deal activity** (May 16, 2022 at 10:51 AM CDT): Julian Ceballos moved deal to Appointment scheduled. [View details](#)
- Deal creation** (May 16, 2022 at 10:51 AM CDT): This deal was created by Julian Ceballos.

On the right-hand side, the navigation panel is expanded to show "Payment links (0)". Below this section, there are buttons for "Create payment link" and "Actions". At the bottom of the panel, it indicates "Powered by MultiPay for HubSpot" with a "Set up" link.

Step 2:

Click on “Refund payment” and you will see a confirmation prompt.

The screenshot displays a user interface for managing payment links. At the top, there is a section titled "Payment links (1)" with a dropdown arrow. Below this, a card for "Juan Perez Migration Project" is shown. The card includes the following details: "Status: Paid" (where "Paid" is in a light blue box), "Amount: \$30,000.00", and "Created at: May 16, 2022". An "Actions" dropdown menu is open on the right side of the card, listing three options: "Share link", "Refund payment" (which is highlighted in a light blue bar), and "Revoke". Below the card, there are two buttons: "Create payment link" and "Action". At the bottom left of the interface, there is a logo for MultiPay for HubSpot and the text "Powered by MultiPay for HubSpot | Set up".

Step 3:

Click on **“Refund”** to proceed.

Are you sure?

Are you sure you want to issue a full refund of \$30,000.00?

Refund

Cancel

Step 4:

You will see that payment link card will change to **“Refunded”** status.

☰ Payment links (1)

[Juan Perez Migration Project](#)

Status: **Refunded**

Amount: \$30,000.00

Created at: May 16, 2022

Actions ▾

Create payment link Actions ▾

Powered by MultiPay for HubSpot | [Set up](#) [Help](#)


**How buyers
should pay**

Step 1:

Customers can simply open the link they receive that has been generated by MultiPay.

Summary	
Juan Perez Migration Project	\$30,000.00
Total	\$30,000.00

This payment will be processed with:



Contact info

Email address *

Payment info

Credit card number

Expiration date Security code

Name on card *

Pay \$30,000.00

Step 2:

After entering their payment details, customers should click on the “Pay” button and wait for confirmation details.



Your payment has been processed successfully.

Summary	
Juan Perez Migration Project	\$30,000.00
Total	\$30,000.00

VENDOR TRANSACTION INFORMATION



Transaction ID: 1248100971
Vendor message: Done! Your payment was credited. Your statement will show the amount charge as statement_descriptor.

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