

# Setting up and requesting subscription payments on PayFast

## How to send a subscription request

1. PayFast's new dashboard is way better so click on 'Beta Dashboard' if you aren't there already
2. On the dashboard, select the 'Request Payment' option at the bottom-right of the page
3. Fill in the details for the subscription in question
4. Give the Subscription a meaningful name and write a personal message for the member if you want to (probably best to have a predefined message that you can copy/paste each time)
5. Click send to send the subscription request to the member

## How to update the subscription date

1. Go to the Manage Subscriptions page and find the sub you want to edit the date for
2. Edit the date on the popup that comes up

---

Revision #2

Created 6 May 2021 18:14:17 by Shane Rielly

Updated 6 May 2021 18:22:47 by Shane Rielly