PAYMENT LINK FOR RESERVED ORDERS - NDC PORTAL

Update: April 2025

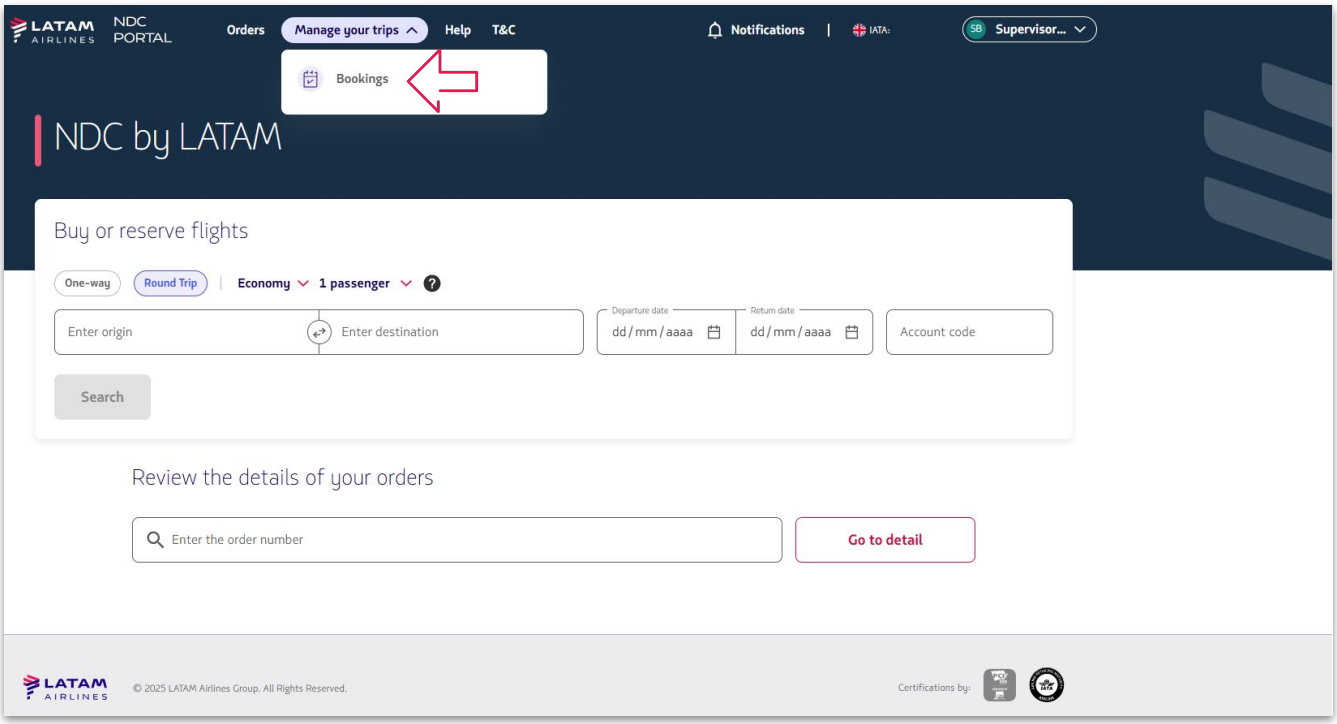
PAYMENT LINK FOR RESERVED ORDERS NDC PORTAL

Payment Link is a new payment option in the NDC Portal and is available for all reserved orders

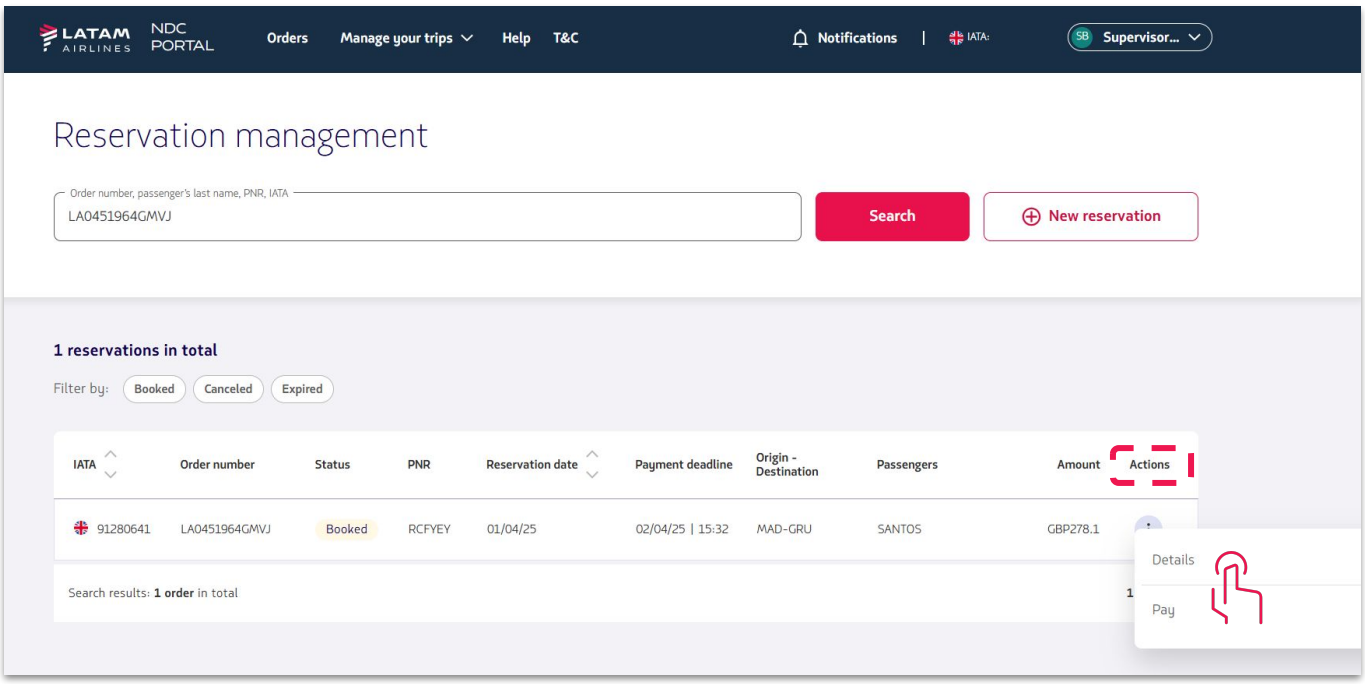
IMPORTANT CONSIDERATIONS:

- Available for reservations only: This payment method applies only to reserved orders (it does not apply to immediate issuance, changes, or ancillaries).
- The link's duration is 48 hours.
- The link can be opened more than once; this does not cause any problems.
- If the email is entered incorrectly, the payment link can be requested again to the correct email address by following the same steps again.

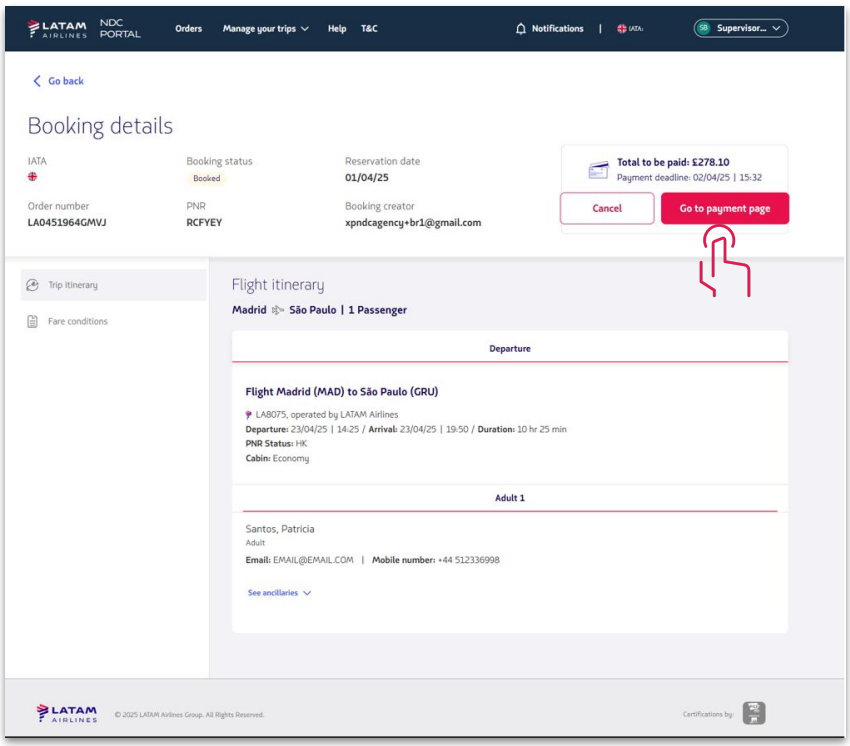
1. After logging in to the homepage, click on the “Manage your Trips”and “Bookings”



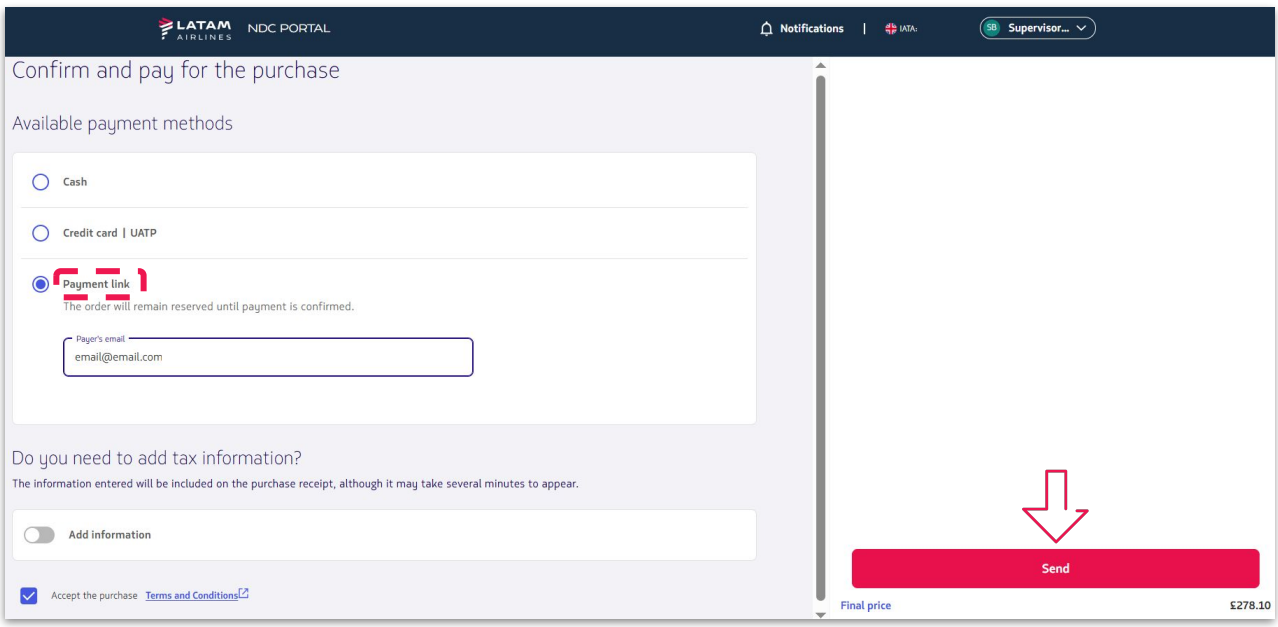
2. Locate the Order/Reservation you wish to pay for in the list, or enter the Order Number or last name to access the Order, and click on “Actions” and “Details”



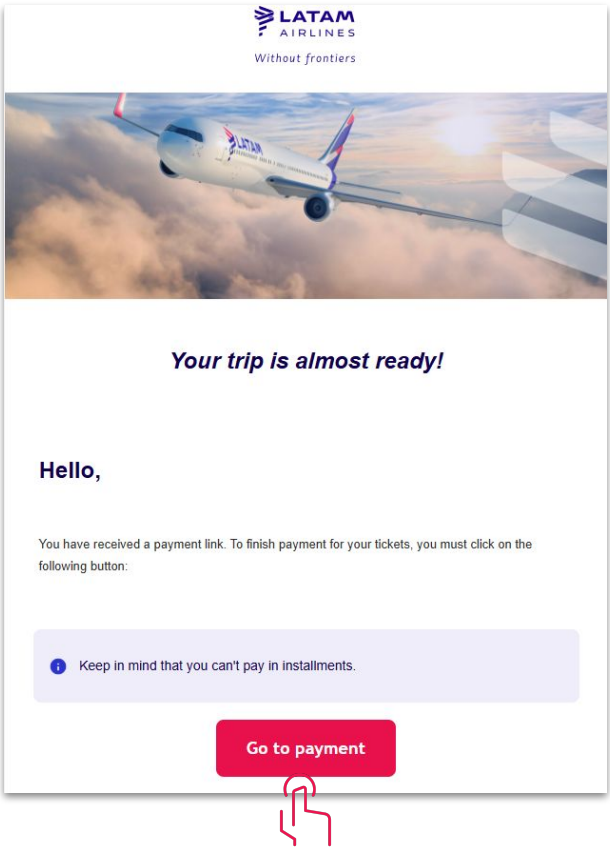
3. In the Booking details, you can review the itinerary and passenger details, and then select the “Go to Payment page” option



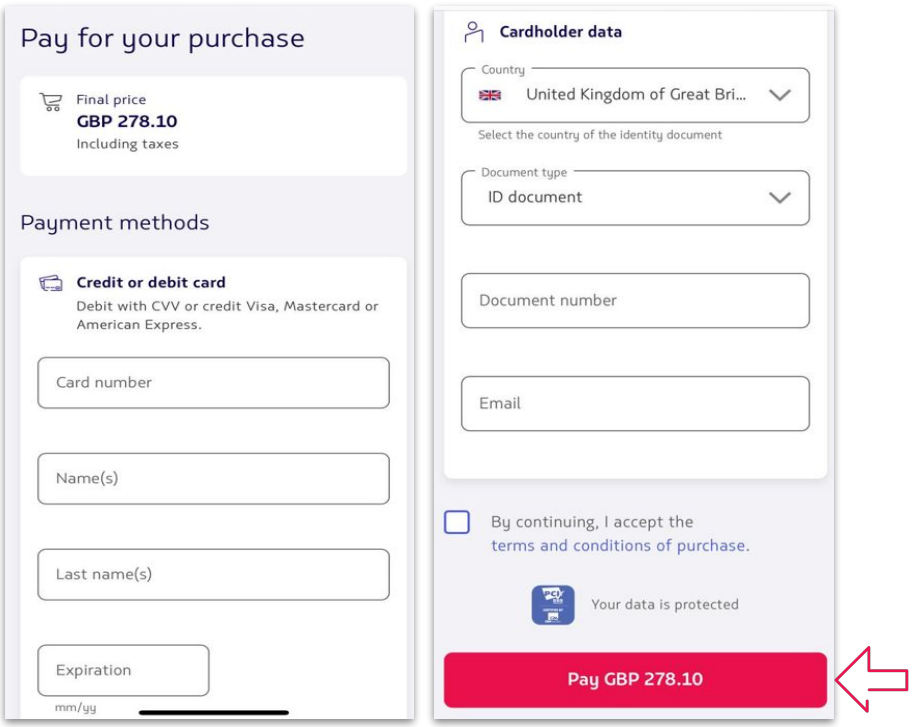
4. When selecting the Payment Link option, the payer's email field will appear. After completing the email, you must accept the terms and conditions and click 'Send'



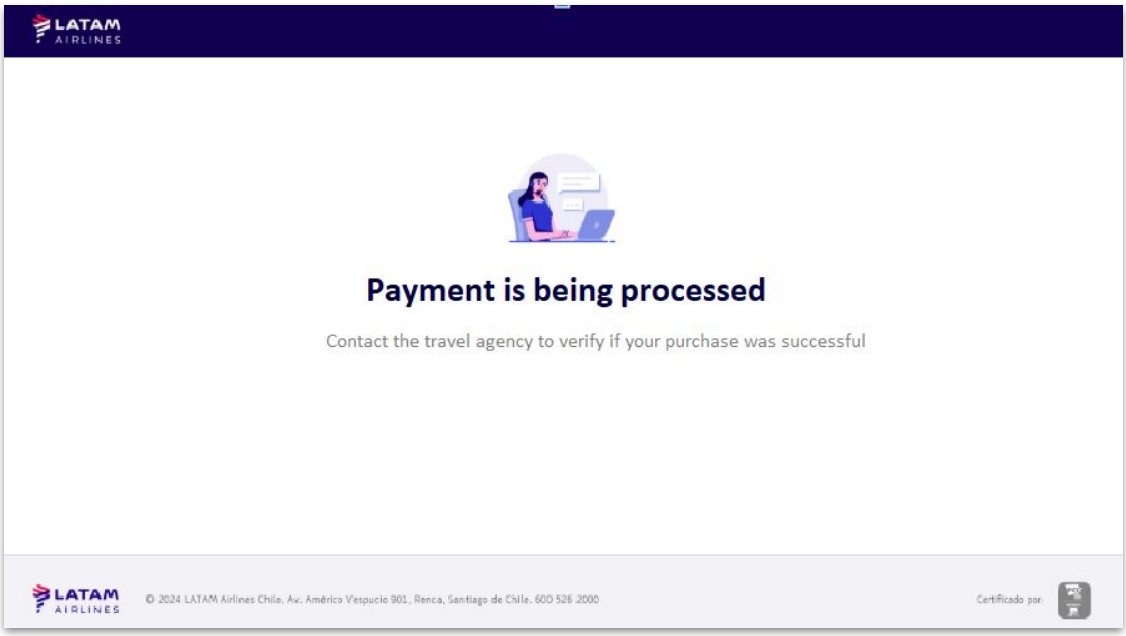
5. The Booking Details screen will be displayed for the agent, and an email will be sent to the passenger with Payment Link: the e-mail title should be “Complete payment for your trip”. To enter the card details, the passenger must click on “Go to Payment”



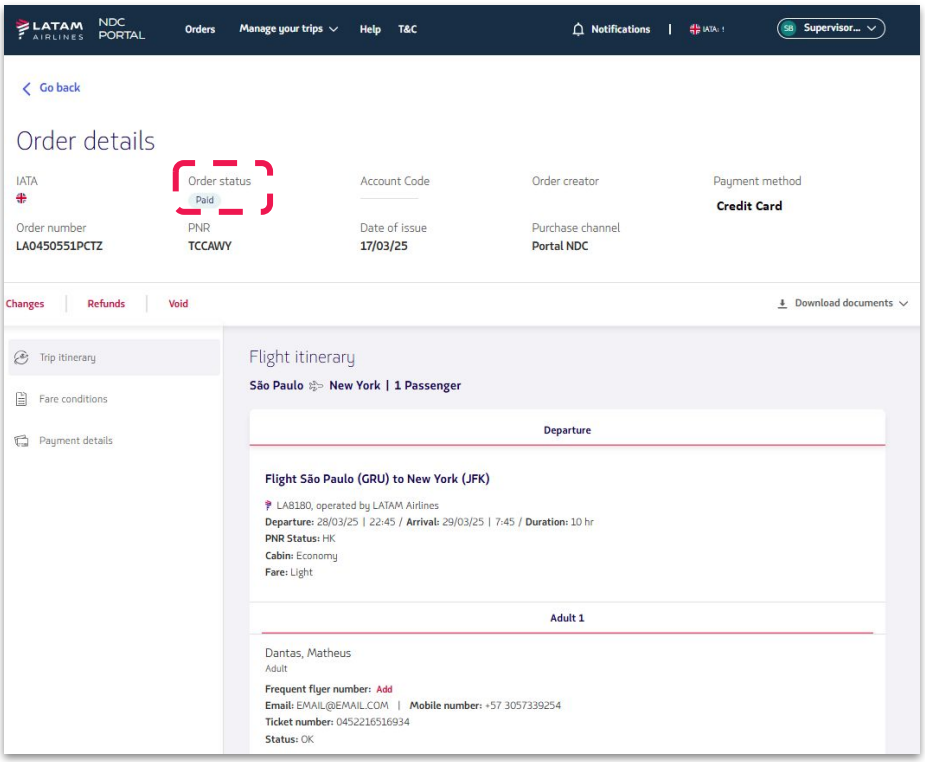
6.The payer must enter the credit card details in the form and click 'Pay'



5. The payer will see a screen that says “Payment is being processed”



6. Once the payment is finalized, the Order status will change to “Paid” and the agency will be able to see this status by searching for the order in the Orders option and by accessing the order details



Issuance process of a reserved order with the payment link method completed

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AIRLINES