# How Do I Add a QR Code to My Invoices?

Invoice Simple makes adding payment QR codes to your invoice template easy. Once added, a QR code will be featured on both your digital and printed invoices.

QR codes offer your customers a fast and secure way to pay invoices online, and their popularity is rapidly growing. In the US, 89 million smartphone users scanned a QR code in 2022—a 26% increase in just two years. By 2025, it's estimated that 100 million users will scan QR codes.

Here are the steps to add payment QR codes to your Invoice Simple template.



### **1. OPEN YOUR ACCOUNT SETTINGS**

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#### In the Invoice Simple app, navigate to Account Settings.

Note: To use QR codes, you first must be onboarded to Invoice Simple payments. You can find steps on how to do that <u>here</u>.

## 2. SCROLL TO THE QR CODE SETTINGS

Scroll to the bottom of Account Settings. Find the QR Code section. You'll see a grayed-out toggle button.

This indicates that QR codes have not been enabled.

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### 3. CLICK THE QR CODES TOGGLE BUTTON

Click the grayed-out toggle button to turn on QR codes. The toggle will turn green, indicating you have added QR codes to your invoice template.

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**That's it!** Payment QR codes will now be featured on your invoices.

Let's see them in action!

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#### 5. PRINT A PAPER INVOICE WITH AN ACTIVE QR CODE

Finally, print an invoice. Its QR code is active and ready to be scanned.

Your customers will be directed to PayPal online portal when they scan the QR code. They can securely pay their invoices from the portal.

Congrats! You just made it easier than ever to get paid.

**TURN ON NOW** 

### 4. PREVIEW QR CODES IN THE INVOICE SIMPLE APP

Use the in-app invoice preview to confirm that the QR code has been added to your invoice template.

In the bottom left corner, you'll see a gray square. This indicates where the QR code will be placed on your invoice.

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