

# Generate a Permanent Link for Qualpay Checkout

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To generate your permanent Qualpay Checkout link, go to **Administration**, click **Settings**, then click the **Qualpay Checkout** tab.

To create a new Permanent Link for Qualpay Checkout:

1. Click the **New Checkout Profile** button. Enter a *Checkout Name* that will allow you to distinguish this link from any other link you have already created or may create in the future.
  2. Click the **Permanent Checkout Link** toggle to on so that it appears in *green*.
  3. Optionally, select the Payment Profile to use with Checkout. This option will only be available if you are using multiple [Payment Profiles](#) on your account. Qualpay supports a unique [Receipt Profile](#) per Payment Profile.
  4. Set the custom path for your link. The beginning of your link will always be <https://qual.innk/>, but you'll need to specify what word or words appear inside the brackets <https://qual.innk/< >>. If you would like your link to be <https://qual.innk/mycharity> or <https://qual.innk/mybillpay>, enter "mycharity" or "mybillpay."
  5. Select **Create Checkout Link Profile** to create the link. You can now view the Permanent Link as part of the [Checkout configuration](#).
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