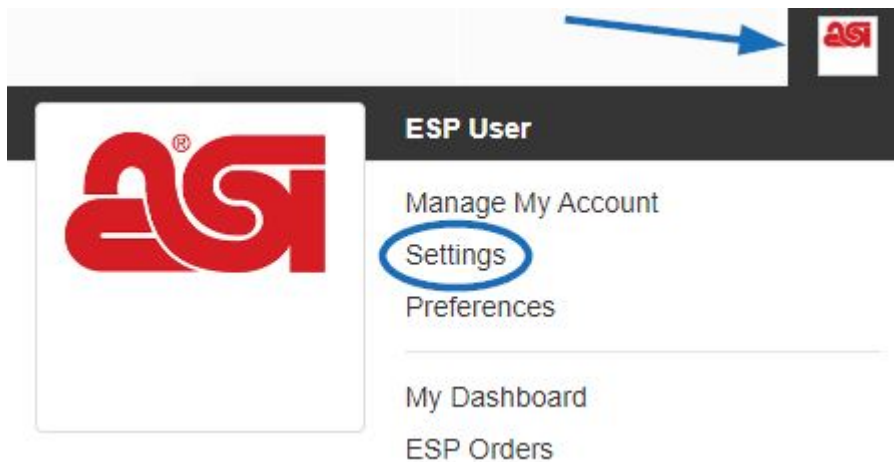




## ESP Quick Tip #46: Allow Users to Request/Enter Payment on ESP Orders

2022-10-19 - Jennifer M - ESP Quick Tips

Administrators in ESP have the ability to enable the "Enter Payment" button on an ESP Order. After logging into ESP Web, click on your user icon and select "Settings".



From the options on the left, click on Company Profile. If this option is not available, please have the primary at your company contact [ASI Technical Product Support](#) to have administrative rights added to your ESP account.

Import

Notifications

Relationships

Teams

Users

Default Item Visibility

Company Profile

Emails

In the Company Profile section, go to Order Payments and uncheck the available option of "Do not allow user to request or enter payment". When you are finished, scroll down and click on the Save button.

**Default Salesperson**

- Order Creator
- Customer Record Owner

**Order Payments**

- Do not allow user to request or enter payment

**Order Tracking**

- Allow users to track revisions and re-orders

**Order Contact**

- Allow users to set a contact for questions about an order

**Choose a default contact**

- Order Creator
- Customer Record Owner
- Someone else

Enter or Select User

**Order Discount**

- Do not allow users to edit or enter a discount for a quote, order, invoice, or sample request

Save

For more information on the options available in this section, please review the [Company Profile](#) article.