

02. Make a deposit before buying

[Español](#)

Before buying, you need available funds in your wallet. This guide shows how to create a manual deposit, attach proof of payment, and submit it for review.

Test example: USD 5,000, reference GAP-9UN240. The bank details shown are fictitious and the receipt is a simulation with no banking validity. Do not use these details to make real payments.

1. Open Make deposit

From **Payments and withdrawals**, select **Make deposit**. Review your balance, held balance, and available amount. Select **Create deposit**.

2. Choose a payment method and enter the amount

[Deposit creation popup with the manual test gateway selected](#)

[Amount set to 5000 and Create deposit button](#)

In the popup, select an available payment method. This example uses Banco España USD, a manual test method. Review the beneficiary, destination details, and instructions.

Enter **5000** in Amount. Check it and select **Create deposit** once.

3. Review the draft and keep the reference

Deposit draft showing USD 5000 and reference GAP-9UN24O

The popup changes to Confirm deposit. This draft has reference **GAP-9UN24O** and an amount of USD 5,000. Keep the reference so you can identify it in your history or when contacting support.

You can adjust the draft amount before confirming. If you close the popup, use **Continue deposit** to resume it; you do not need to create another one. **Cancel draft** is a separate action from closing the window.

4. Attach proof of payment

Simulated receipt selected and Confirm deposit enabled

For a real deposit, make the payment following the payment method instructions and keep a readable receipt showing the account holder, amount, date, and transfer reference. Then select **Select deposit receipt** and choose the file.

PDF, JPG, and PNG files up to 10 MiB are accepted. This demonstration used comprobante-simulado-GAP-9UN24O.pdf, clearly marked as a simulation; no real transfer was made.

5. Confirm and check the pending status

Deposit history showing the USD 5000 deposit awaiting approval

Check the amount, reference, and selected file. Select **Confirm deposit**. This example entered PENDING status and appears in the history with its amount and reference.

Confirming is not the same as approval. At this point the available balance is still USD 0.00: the deposit is waiting for administrative review.

6. Check approval and credited balance

Approved USD 5000 deposit and available balance, with one bell notification

After the team approves the deposit, check its status in the history. In this example, reference GAP-9UN24O changed from PENDING to APPROVED.

Select **Refresh** to update the history. If the status changed but the balance still shows the old amount, reload the full page. In this test the page had to be reloaded for the balances to update as well.

After approval, the balance and available amount show USD 5,000.00, with USD 0.00 held.

Transactions also shows a completed **Funds received** entry for +USD 5,000.00.

7. Check the notification bell

[Deposit confirmed notification and bell showing one unread alert](#)

When the deposit is approved, you receive a notification in the bell in the top bar. The number indicates unread alerts. Select the bell to open Notifications.

This demonstration received “Deposit confirmed — GapStation” with the message “Your 5000 deposit has been confirmed.” Select **View details** to open the alert or **Mark as read** after reviewing it.

The example completed the flow: DRAFT → PENDING → APPROVED. The screenshots and receipt are for testing only.

If you need help

Give support the reference and status shown in the history. Do not post real receipts or personal banking details in public channels.

Revision #2

Created 2026-10-22 23:36:02 UTC by José Ernesto Lenzano Ramírez

Updated 2026-10-22 23:36:42 UTC by José Ernesto Lenzano Ramírez