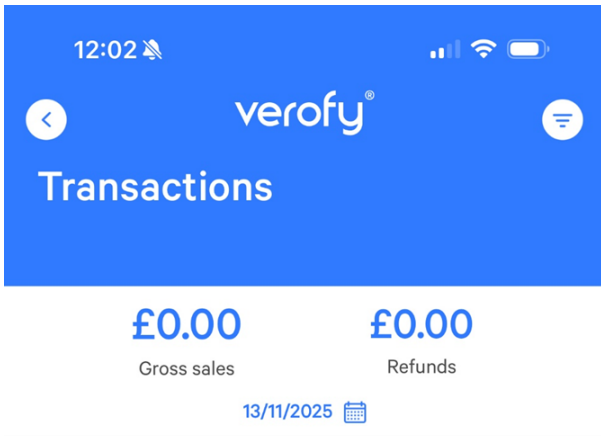


# Taking payments on your vTerminal in the Verofy® App

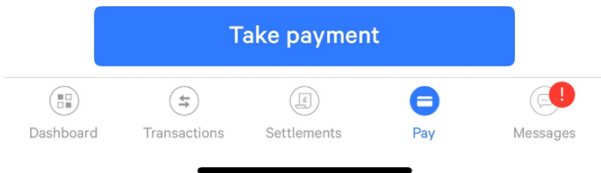
This page shows you how to take payments in the Verofy® App via your Verofy® vTerminal if you have this product.

Remember - Verofy® vTerminal payments are **non-secure**, so you'll be charged non-secure fees on these transactions.

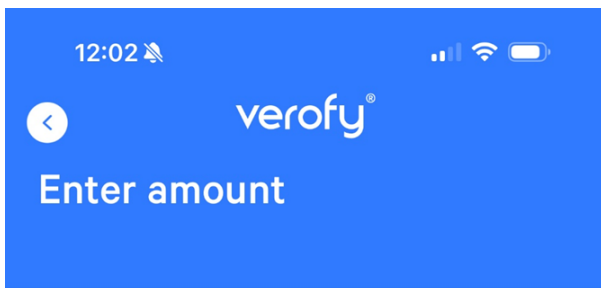
1. You'll need to begin by locating your Verofy® vTerminal in the Verofy® App. If you've not done this already, you can click [here](#) for help.
2. Once you've pressed **Get started**, you'll see a list of all the transactions you've done on your Verofy® vTerminal. Press **Take Payment** to start a new transaction.



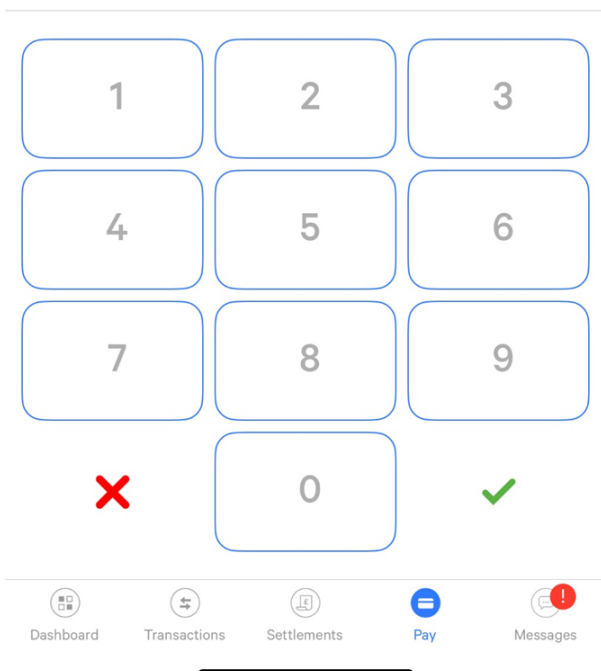
No transaction found, please try a different search



3. Enter the amount of the transaction. Once you've done this, press the green tick to continue.



£1.00



4. Next, you'll have to enter the information from the card which the customer is using to pay. You'll need to enter the following information. Once done, press **Confirm payment**.
- Name on card
  - Card Number (this is the long, 16 digit number on the front of the card)
  - Expiry date
  - CVC (3 digit security number on the back of the card)
  - Email address (if applicable)
  - Postcode

12:02

verofy®

## Enter card details

Amount: **£1.00**

Firstname Surname

Card number

Expiry date

CVV/CCV

Email address

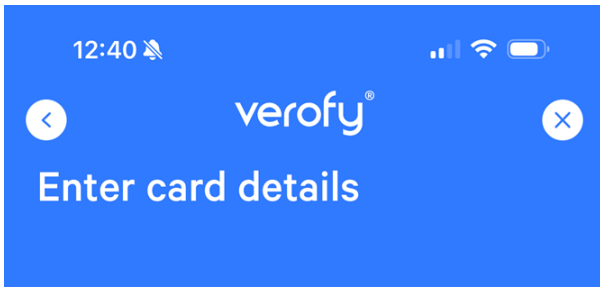
No email provided

Postcode/Zipcode

**Confirm payment**

Dashboard Transactions Settlements Pay Messages

You'll see the below error message if there is an issue completing the transaction. Double check if the information entered is accurate, and amend if not.. Once you've done this, press the **Confirm payment** button to attempt the transaction again.



Amount: £1.00

Name on card

John smith

Card number

1111222233334444

Invalid card details

Expiry date

12 / 28

CVV/CCV

123

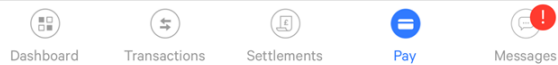
No email provided

Postcode/Zipcode

Postcode/Zipcode

Postcode is required

Confirm payment



- The payment will then be processed. You'll see the payment status screen which confirms if the transaction status. It will show one of two results.

Amount:  
**£1.00**

Status:  
**Approved**

Amount:  
**£1.00**

Status:  
**Declined**

Finish

Dashboard Transactions Settlements **Pay** Messages

Finish

Dashboard Transactions Settlements **Pay** Messages

That's it! You've taken a payment in the Verofy® App via your Verofy® vTerminal.

Revision #5

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