

# Taking payments via Verofy® Moto

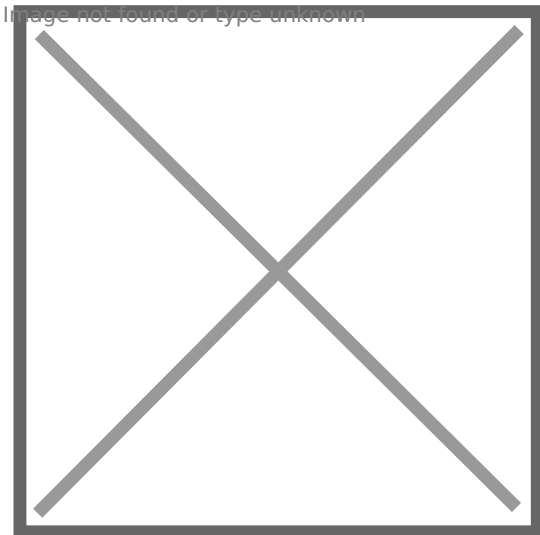
This page talks you through how to take a payment when your customer is paying for their goods or services remotely.

Verofy® Moto transactions taken through your Verofy® Move are charged at a Non-Secure rate.

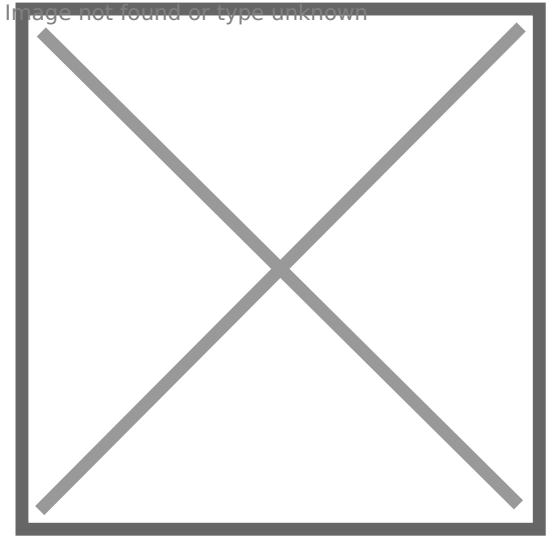
You'll only have access to take Verofy® Moto Transactions if you declared that you required this during your onboarding with us. If you don't have this option and would like to add this, you can request it through your app via the Message Centre.

**BEWARE!** Card Not Present are regarded as higher risk as they are more susceptible to fraudulent activity which can lead to Chargebacks. Make sure you know your customer when taking payments remotely to reduce the risk of being exposed to fraudsters.

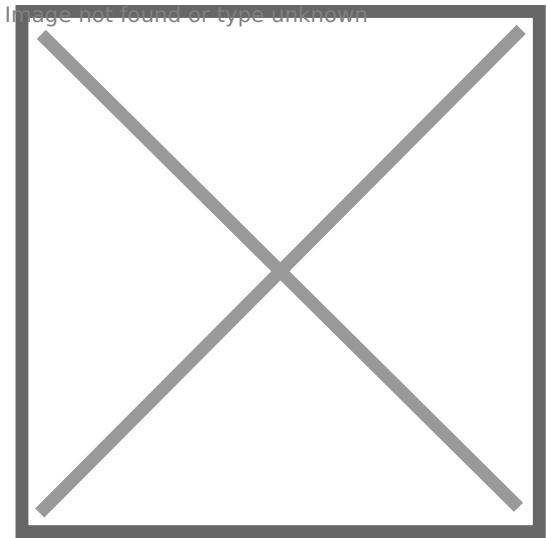
1. Once you've logged into your terminal, select 'CNP' from the **Home** screen.



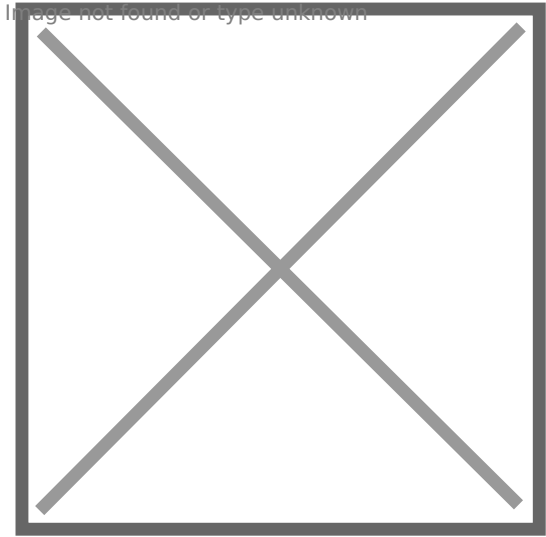
2. Select 'Sale' from the options presented.



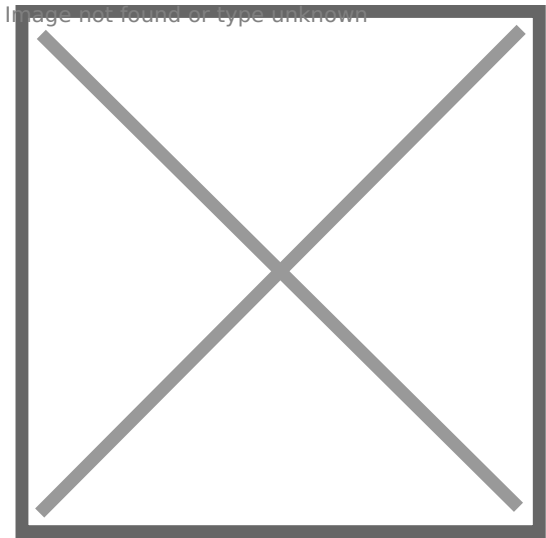
3. Enter the amount of the sale using the keypad. When you've entered this, press the green tick.



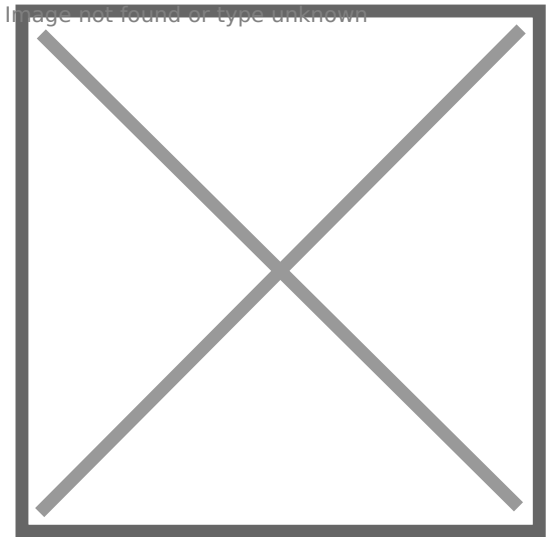
4. You'll then need to enter the long 16 digit card number (the customer will need to confirm this to you). Once entered, press submit.



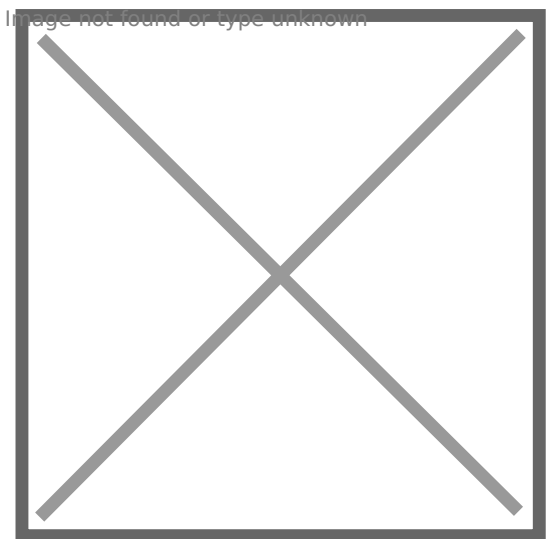
5. Next, you'll need to enter the expiry date of the card, Once you've done this, press the green tick.



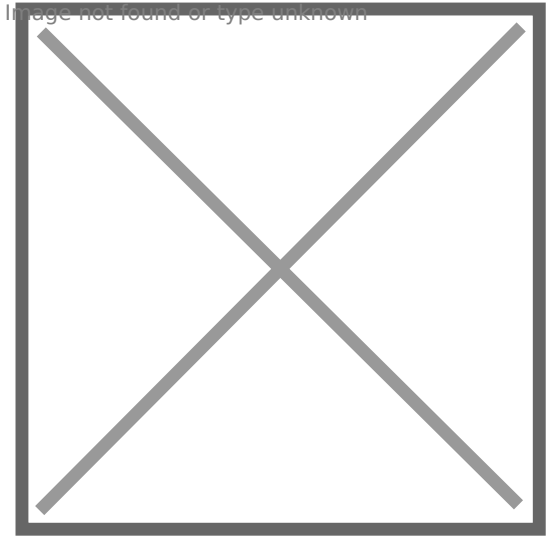
6. You'll then need to enter the 3 digit security code (CVV) from the back of the card. The customer will need to confirm this to you. Once entered, press submit.



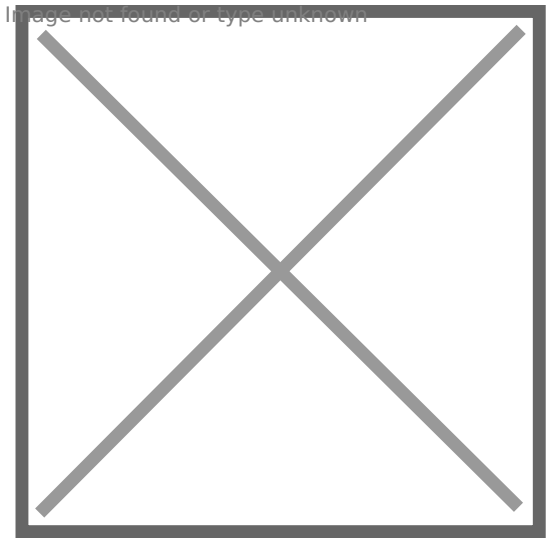
7. Next, you'll need to enter the **numbers only** from the post code that the card is registered to. The customer should be able to provide this information to you. Once entered, press the green tick.



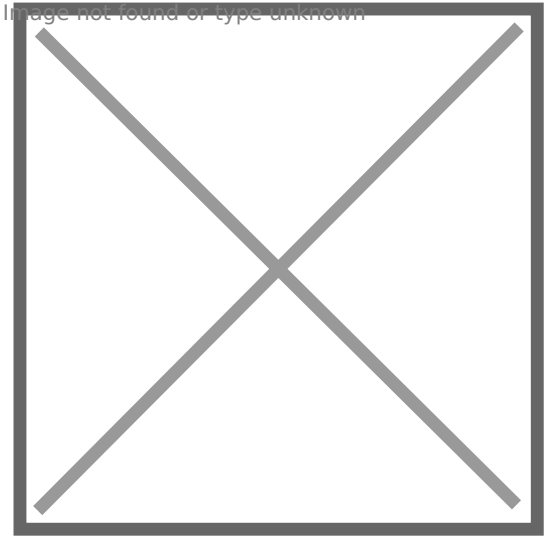
8. You'll then need to enter the house name or number that the card is registered to. The customer should be able to provide this information to you. Once entered, press next.



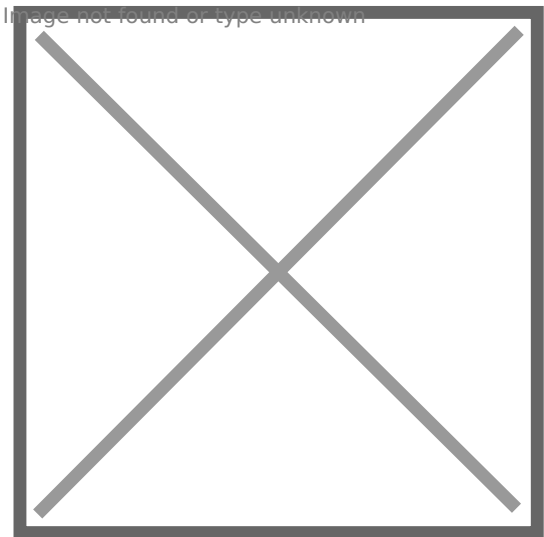
9. Next, you'll be asked if you wish to add an Optional Reference to the transaction. If you don't want to add a reference, press submit.



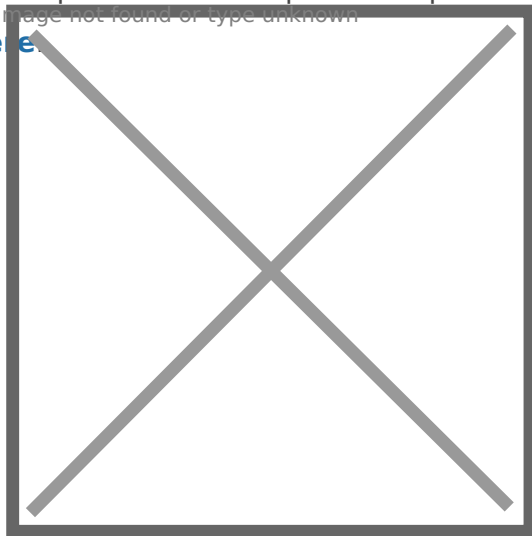
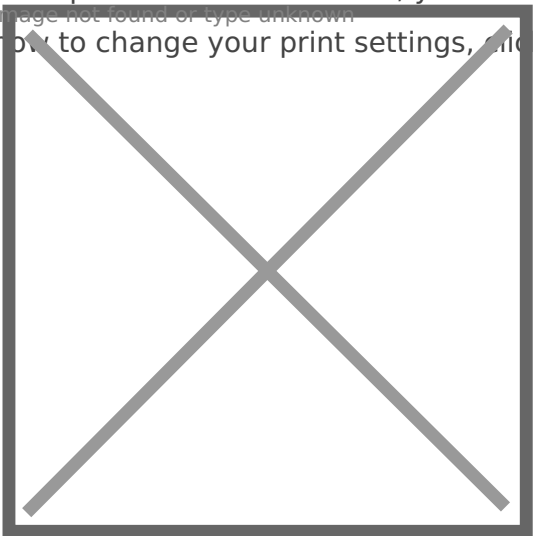
10. The transaction will then process, and the terminal will show the 'Success' screen if the transaction attempt is successful.

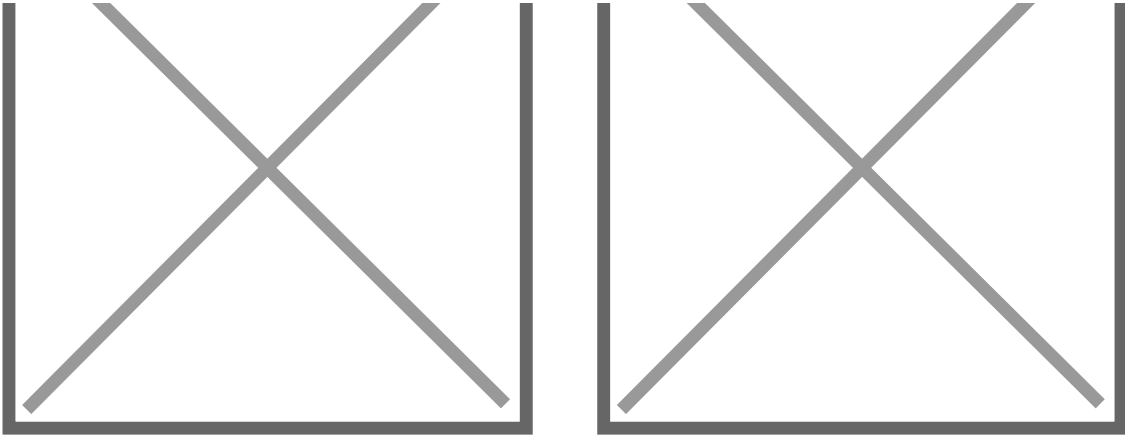


*If the payment is unsuccessful, the terminal will show the 'Decline' screen - this means the transaction has not completed successfully.*



11. The terminal will then print the receipt copies if you have auto printing enabled. If you have print to screen enabled, you'll have the option to view or print receipts. To find out how to change your print settings, [click here](#)





This completes the transaction.

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