

# Taking payments via Verofy® Moto

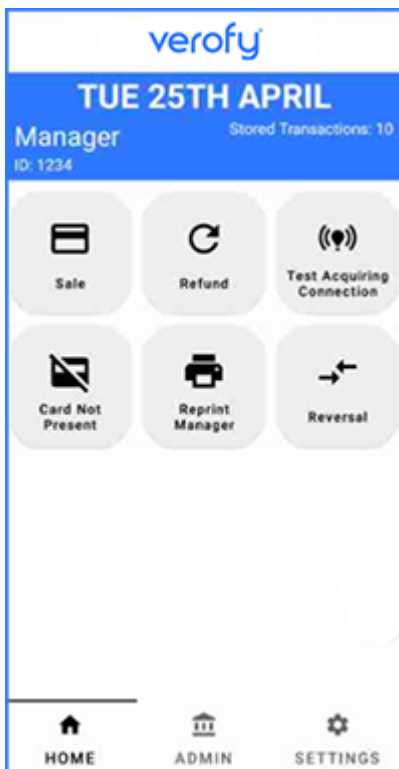
This page talks you through how to take a payment when your customer is paying for their goods or services remotely.

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

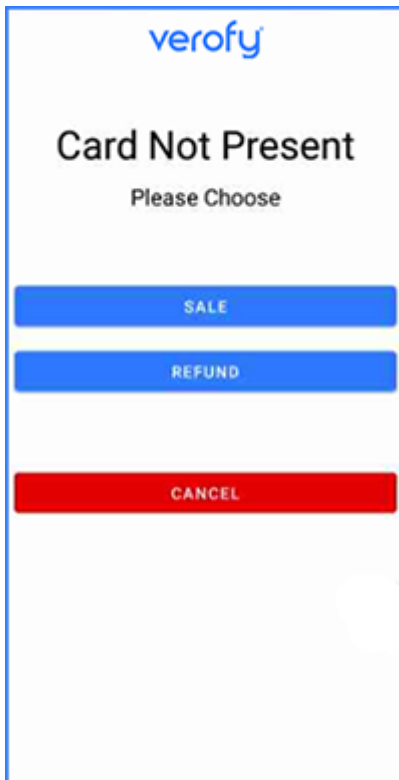
You'll only have access to take Verofy® Moto Transactions if you declared that you required this during your onboarding with us. If you don't have this option and would like to add this, you can request it through your app via the Message Centre.

**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.

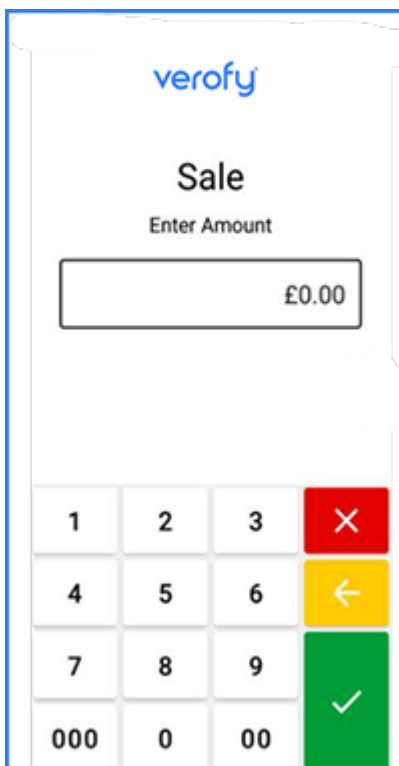


2. Select 'Sale' from the options presented.



The image shows a mobile app interface for Verofy. At the top is the 'verofy' logo in blue. Below it, the text 'Card Not Present' is displayed in a large, bold, black font, followed by 'Please Choose' in a smaller black font. There are three buttons: a blue button labeled 'SALE', a blue button labeled 'REFUND', and a red button labeled 'CANCEL'.

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



The image shows a mobile app interface for Verofy. At the top is the 'verofy' logo in blue. Below it, the text 'Sale' is displayed in a large, bold, black font, followed by 'Enter Amount' in a smaller black font. There is a text input field with '£0.00' on the right. Below the input field is a numeric keypad with buttons for digits 1-9, 0, and 00, as well as a red button with a white 'X', a yellow button with a white left arrow, and a green button with a white checkmark.

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.



The image shows a mobile app interface for Verofy. At the top is the 'verofy' logo in blue. Below it, the text 'Sale: £1.00' is displayed in bold. Underneath, it says 'Enter Card Number'. There is a text input field with the placeholder 'Card Number'. At the bottom, there are two buttons: a grey 'CANCEL' button and a blue 'SUBMIT' button.

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



The image shows the next screen in the Verofy mobile app. It has the 'verofy' logo at the top, followed by 'Sale: £1.00' and 'Enter Expiry Date'. There is a text input field with the placeholder 'MM/YY'. Below the input field is a numeric keypad. The keypad has a 3x4 grid of buttons: the first three columns contain digits 1-9 and 0, and the fourth column contains a red button with a white 'X', a yellow button with a white left arrow, a green button with a white checkmark, and a small black circular button with a white card icon. The green checkmark button is highlighted with a black circle.

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.



The image shows a mobile app interface for Verofy. At the top is the 'verofy' logo in blue. Below it, the text 'Sale: £1.00' is displayed in bold. Underneath that is the instruction 'Enter CVV Number'. A text input field with the placeholder 'CVV' is shown. At the bottom, there are two buttons: a grey 'CANCEL' button and a blue 'SUBMIT' button.

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.



The image shows the same Verofy mobile app interface, but now for entering a post code. The text 'Sale: £1.00' remains. Below it is the instruction 'Enter Post Code'. A text input field is provided. At the bottom, there is a numeric keypad with digits 1 through 9 and 0. To the right of the keypad are three action buttons: a red button with a white 'X' (delete), a yellow button with a white left arrow (previous), and a green button with a white checkmark (confirm).

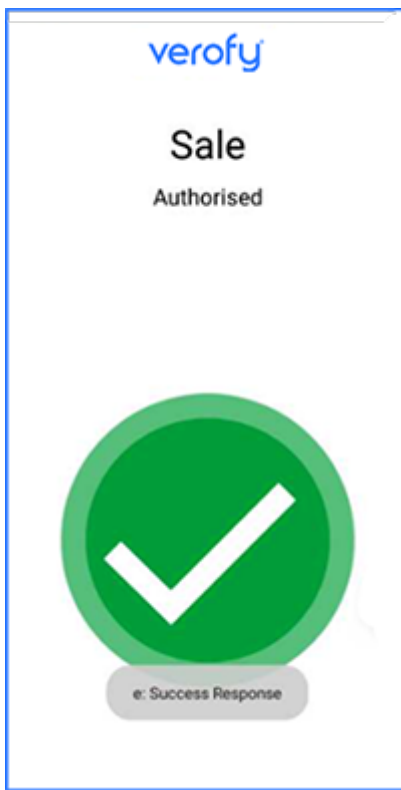
8. You'll then need to enter the house name or number that the card is registered to. The customer should be able to provide this information to you. Once entered, press next.

The image shows a mobile app interface for 'verofy'. At the top, the 'verofy' logo is in blue. Below it, the text 'Sale: £1.00' is displayed in bold black. Underneath, the prompt 'Enter House Number' is shown. A white rectangular input field is centered below the prompt. At the bottom of the screen, there are two buttons: a grey 'CANCEL' button on the left and a blue 'NEXT' button on the right. A small green circular icon with a white 'X' is visible on the right side of the screen. A standard QWERTY keyboard is visible at the bottom of the screen.

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.

The image shows the same mobile app interface as the previous one, but with a different prompt. The 'verofy' logo and 'Sale: £1.00' text are still present. The prompt now is 'Enter Optional Reference'. Below this prompt is a white rectangular input field. At the bottom, the buttons are 'CANCEL' (grey) and 'SUBMIT' (blue). The keyboard and the green circular icon are also visible.

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 Customer copy of the receipt, followed by the Merchant copy.





**This completes the transaction.**

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