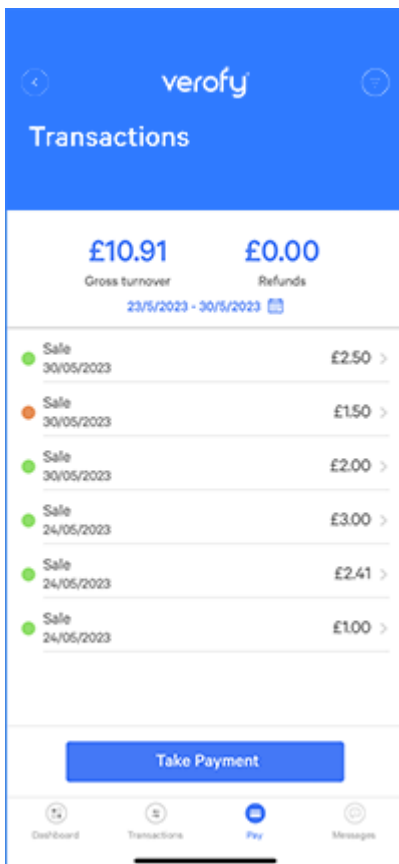


in Verofy® App

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

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.



3. The Verofy® App will then prepare for payment.



verofy

Enter amount

Securing device for payment



Dashboard



Transactions

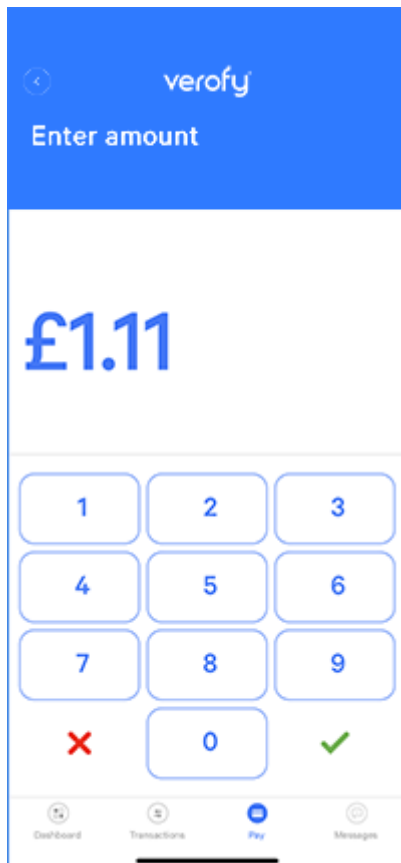


Pay



Messages

4. Once your device has secured for payment, you'll need to enter the amount of the transaction. Once you've done this, press the green tick to continue.



5. Next, you'll have to enter the information from the card which the customer is using to pay. You'll need to enter:
- 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)

The screenshot shows the 'Enter card details' screen in the Verofy app. At the top, there is a blue header with the Verofy logo and a back arrow. Below the header, the text 'Enter card details' is displayed. The main content area shows a 'Total' of '£1.11'. Below this, there are three input fields: 'Name', 'Card number', and 'Security code'. The 'Security code' field is split into two parts, each with a lock icon. A large blue 'Pay' button is positioned below the input fields. At the bottom of the screen, there is a navigation bar with four icons: 'Dashboard', 'Transactions', 'Pay' (which is highlighted with a blue circle), and 'Messages'.

6. The payment will then be processed. You'll see the **Success** confirmation if the transaction is successful. You will have the option of entering an email address to send a copy of the receipt to the customer. Once you enter the email address, you need to press the blue arrow to send the receipt copy.

The screenshot shows a mobile application interface for 'verofy'. At the top, there is a blue header with a back arrow and the 'verofy' logo. Below the header, the title 'Virtual Terminal' is displayed in a large font, followed by the word 'Success' in a smaller font. The main content area is white and contains the following information: 'Amount: £1.11', 'Reference' (with a redacted input field), 'Status: Successful', and 'Send a copy' (with an email address 'email@emailaddress.com' and a blue arrow icon). At the bottom of the main content area is a blue button labeled 'Finish'. The bottom of the screen features a navigation bar with four icons: 'Dashboard', 'Transactions', 'Pay' (which is highlighted with a blue circle), and '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 (in this example, card details have been blanked out for security reasons). Once you've done this, press the **Pay** button to attempt the transaction again.

The screenshot shows the 'Enter card details' screen in the Verofy app. At the top, the Verofy logo is on a blue background. Below it, the title 'Enter card details' is displayed. The total amount to be paid is shown as 'Total £1.11'. A red error banner with a white exclamation mark and a close button (X) contains the message: 'The card details you entered appear invalid, please check the card details and try again.' Below the error message are four input fields: 'Name', 'Card number', a field for the card expiration date (labeled '** / **'), and a 'Security code' field. A large blue 'Pay' button is positioned below these fields. At the bottom of the screen is a navigation bar with four icons: 'Dashboard', 'Transactions', 'Pay' (which is highlighted with a blue circle), and 'Messages'.

Once the transaction is completed, press **Finish**. You'll be taken back to your Verofy® vTerminal dashboard where you can see all payments. Refresh by swiping down on your screen to see the transaction you've just taken.

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

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