in Verofy® App

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

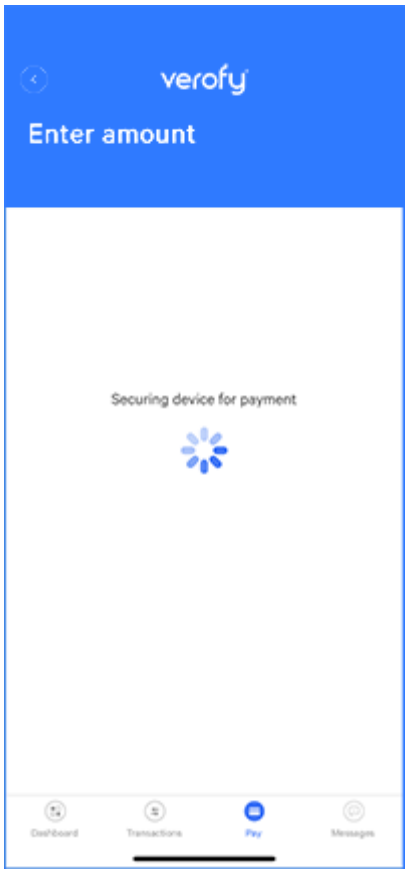
> Remember - Verofy® vTerminal payments are **non-secure,** so you'll be charged non-secure fees on these transactions.

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.



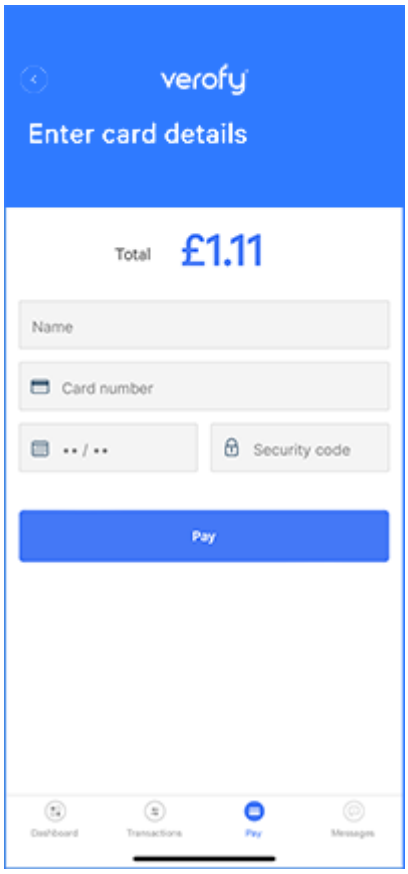
3. The Verofy® App will then prepare for payment.


verofy
Enter amount
Securing device for payment
Dashboard
Transactions
Pay
Messages

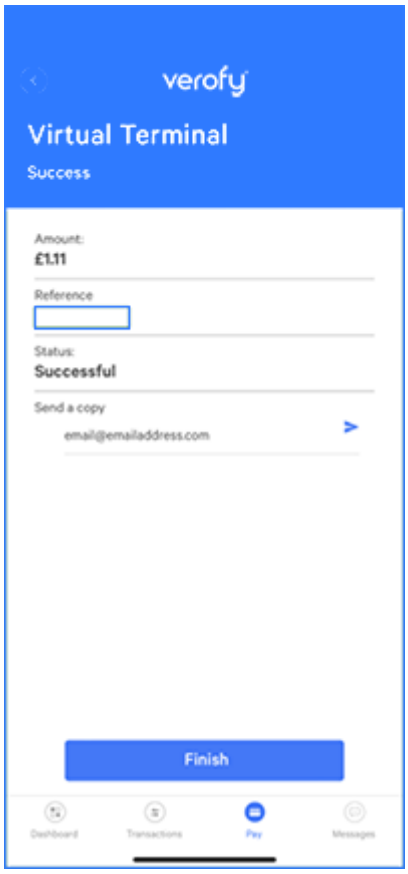
4. Once your device has secured for payment, you'll need to enter the amount of the transaction. Once you've done this, press the green tick to continue.



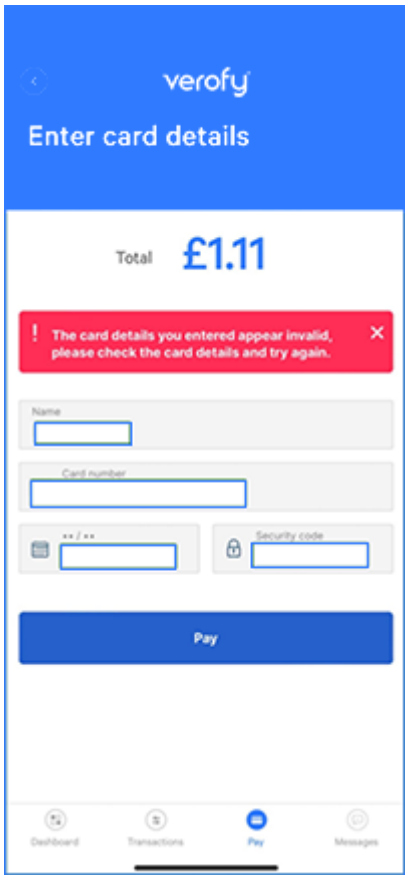
5. Next, you'll have to enter the information from the card which the customer is using to pay. You'll need to enter:
   - Name on card
   - Card Number (this is the long, 16 digit number on the front of the card)
   - Expiry date
   - CVC (3 digit security number on the back of the card)



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.



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.



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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