

in Verofy® Cloud

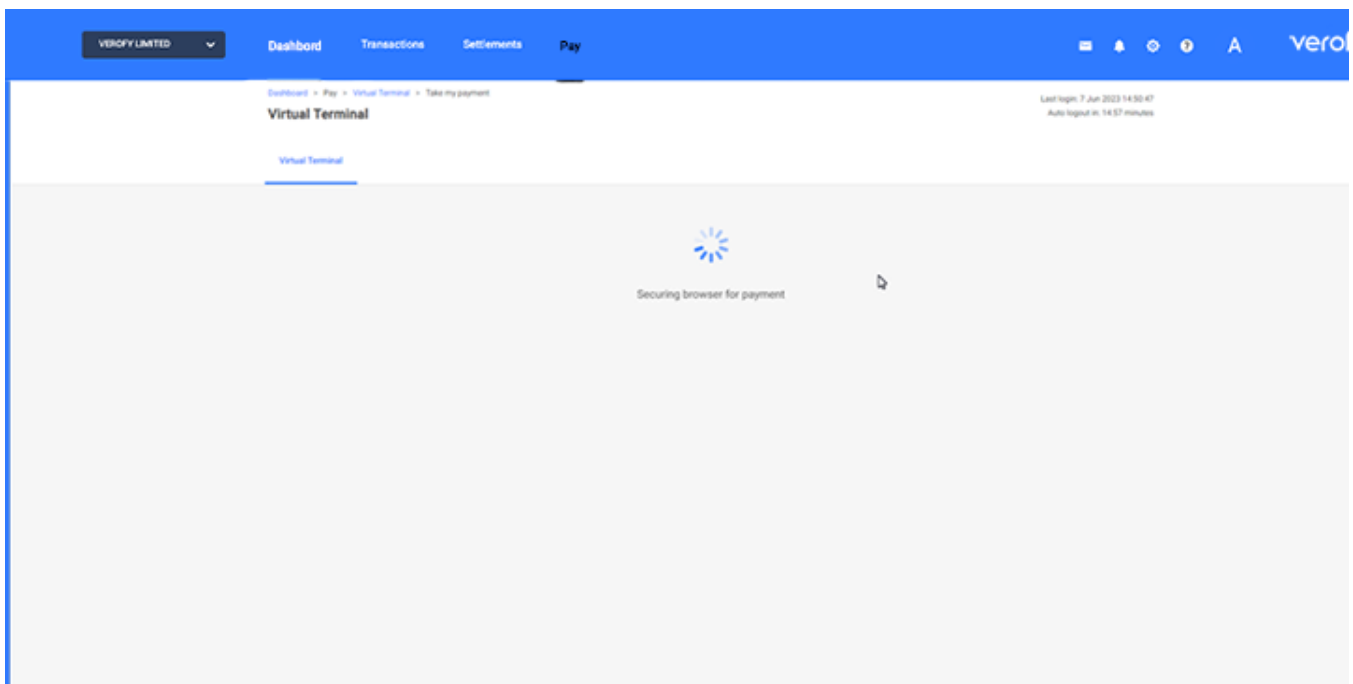
This page shows you how to take payments in Verofy® Cloud via your Verofy® vTerminal.

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 Verofy® Cloud. If you've not done this already, you can click [here](#) for help.
2. From the Verofy® vTerminal tab, select the **Take a payment** button.



3. The browser will then prepare for payment.



4. Enter the amount of the transaction. Once you've entered this, press the green tick.

The screenshot shows the 'Virtual Terminal' interface with three main panels. The first panel, 'Enter the amount', has a text input field containing '£ 0.00' and a numeric keypad with buttons for digits 1-9, 0, a red 'X', and a green checkmark. The second panel, 'Enter the card details', has a sub-header 'Amount' and a text input field. The third panel, 'Processing payment', is empty. A 'Reset payment' button is in the top right. The bottom of the interface says 'Powered by verofy'.

5. Next, 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)

Once you've done this, press the **Confirm payment** button.

The screenshot shows the 'Virtual Terminal' interface with the same three panels. The 'Enter the amount' panel now shows '£ 2.00'. The 'Enter the card details' panel now has a sub-header 'Amount: £2.00' and four text input fields labeled 'Name on card', 'Card number', 'Expiry date', and 'CVC/CVV'. A blue 'Confirm payment' button is at the bottom of this panel. The 'Processing payment' panel remains empty. The 'Reset payment' button is still in the top right. The bottom of the interface says 'Powered by verofy'.

6. The payment will then be processed. You'll see the **Payment Successful** confirmation if the transaction is successful.

Dashboard > Pay > Virtual Terminal > Take my payment

Virtual Terminal

Virtual Terminal

Reset payment

Enter the amount

£ 2.00

1 2 3

4 5 6

7 8 9

X 0 ✓

Enter the card details

Amount: £2.00

Name on card

Card number

Expiry date

CVC/CVV

Confirm payment

Processing payment

Payment Successful

Amount: £2.00

Close

Powered by verofy

You'll see the **Payment Failed** error message if the transaction is not successful. You'll need to press **Retry** and re-enter the card details if you wish to attempt the transaction again.

Dashboard > Pay > Virtual Terminal > Take my payment

Virtual Terminal

Virtual Terminal

Reset payment

Enter the amount

£ 2.00

1 2 3

4 5 6

7 8 9

X 0 ✓

Enter the card details

Amount: £2.00

Name on card

Card number

Expiry date

CVC/CVV

Confirm payment

Processing payment

Payment Failed

Amount: £2.00

Close Retry

Powered by verofy

Once the transaction is completed, press **Close**. The screen will refresh back to step 1 - **Enter the amount**, ready for you to take another payment.

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