

in Verofy® Cloud

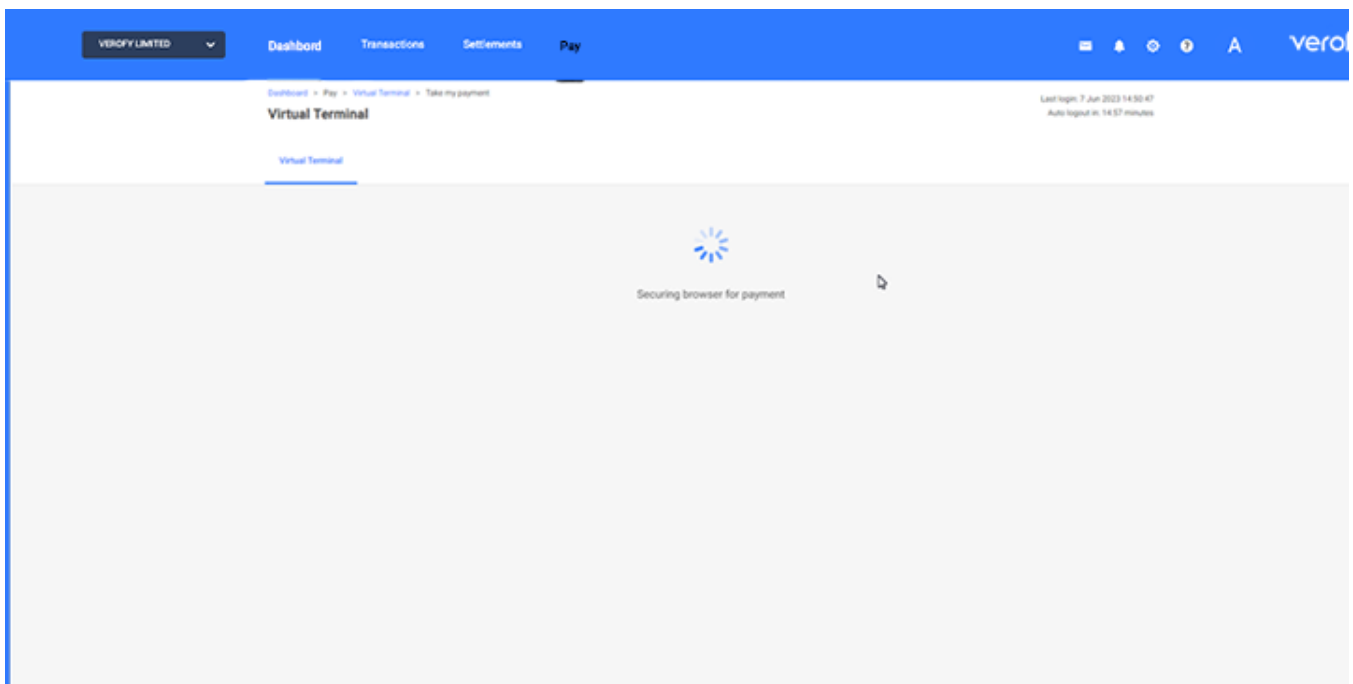
This page shows you how to take payments in Verofy® Cloud via your Verofy® vTerminal.

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 shows '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 shows 'Powered by verofy'.

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

The screenshot displays the Verofy Virtual Terminal interface. At the top, the breadcrumb navigation reads 'Dashboard > Pay > Virtual Terminal > Take my payment'. The page title is 'Virtual Terminal', and the user's last login is '7 Jun 2023 15:26:28' with an auto-logout in 12:46 minutes. A 'Reset payment' button is in the top right. The interface is divided into three panels: 1. 'Enter the amount' with a text input showing '£ 2.00' and a numeric keypad (0-9, X, ✓). 2. 'Enter the card details' with fields for 'Name on card', 'Card number', 'Expiry date', and 'CVC/CVV', followed by a 'Confirm payment' button. 3. 'Processing payment' showing 'Payment Successful' for 'Amount: £2.00' and a 'Close' button. The Verofy logo is at the bottom center.

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.

This screenshot shows the Verofy Virtual Terminal after a failed transaction. The layout is identical to the previous one, but the 'Processing payment' panel now displays 'Payment Failed' with a red exclamation mark icon and 'Amount: £2.00'. It includes 'Close' and 'Retry' buttons. The 'Enter the amount' and 'Enter the card details' panels remain unchanged. The breadcrumb navigation and user information at the top are also present.

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.