in Verofy® Cloud

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

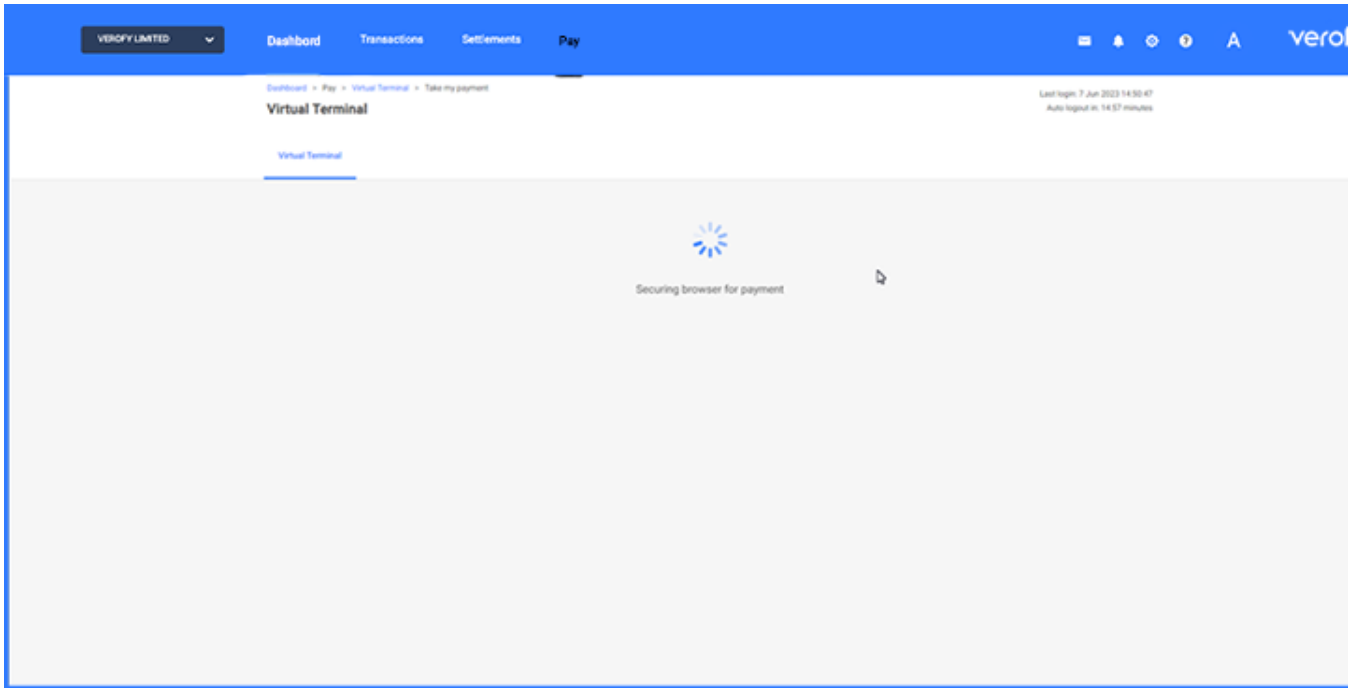
> Remember - Verofy® vTerminal payments are **non-secure,** so you'll be charged non-secure fees on these transactions.

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.

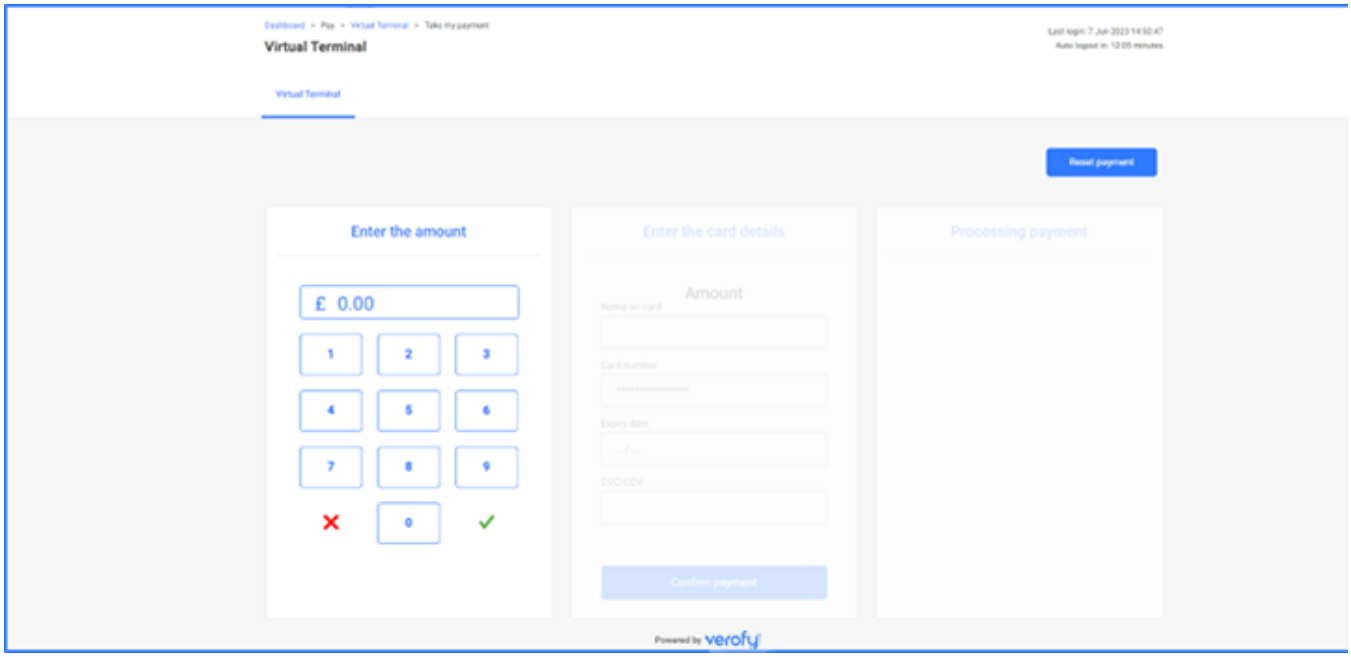
2. From the Verofy® vTerminal tab, select the **Take a payment** button.



3. The browser will then prepare for payment.

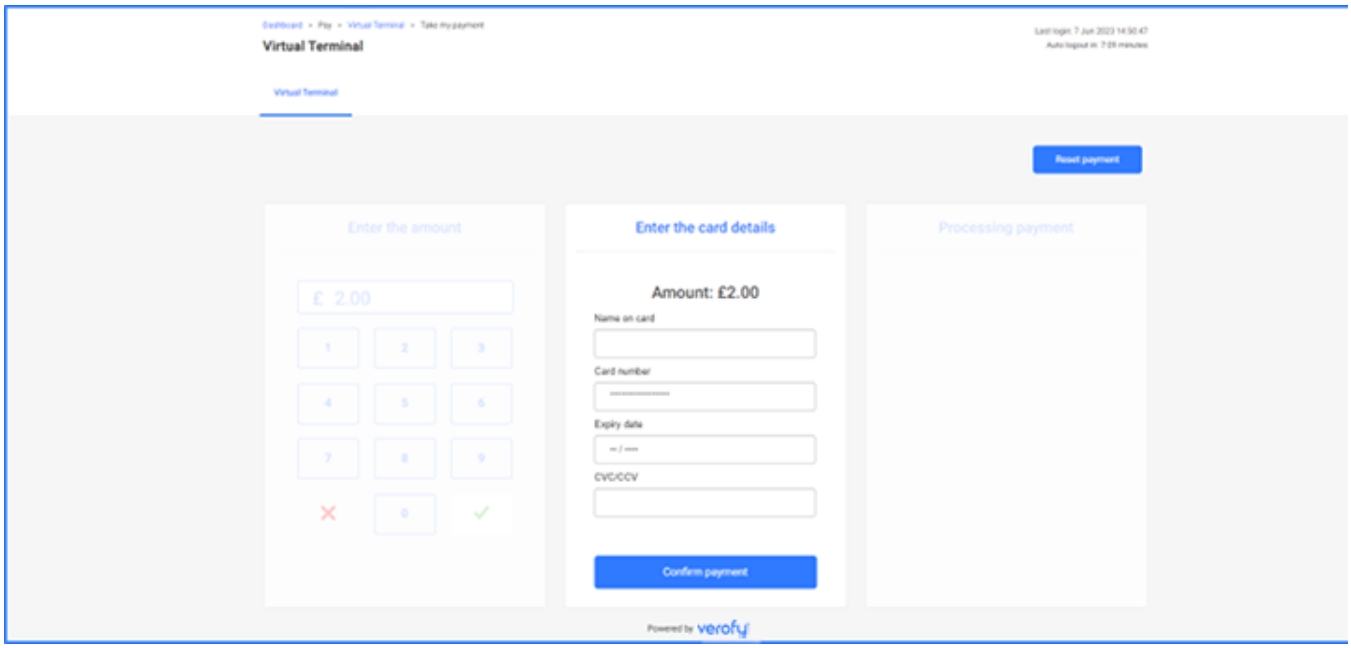


4. Enter the amount of the transaction. Once you've entered this, press the green tick.

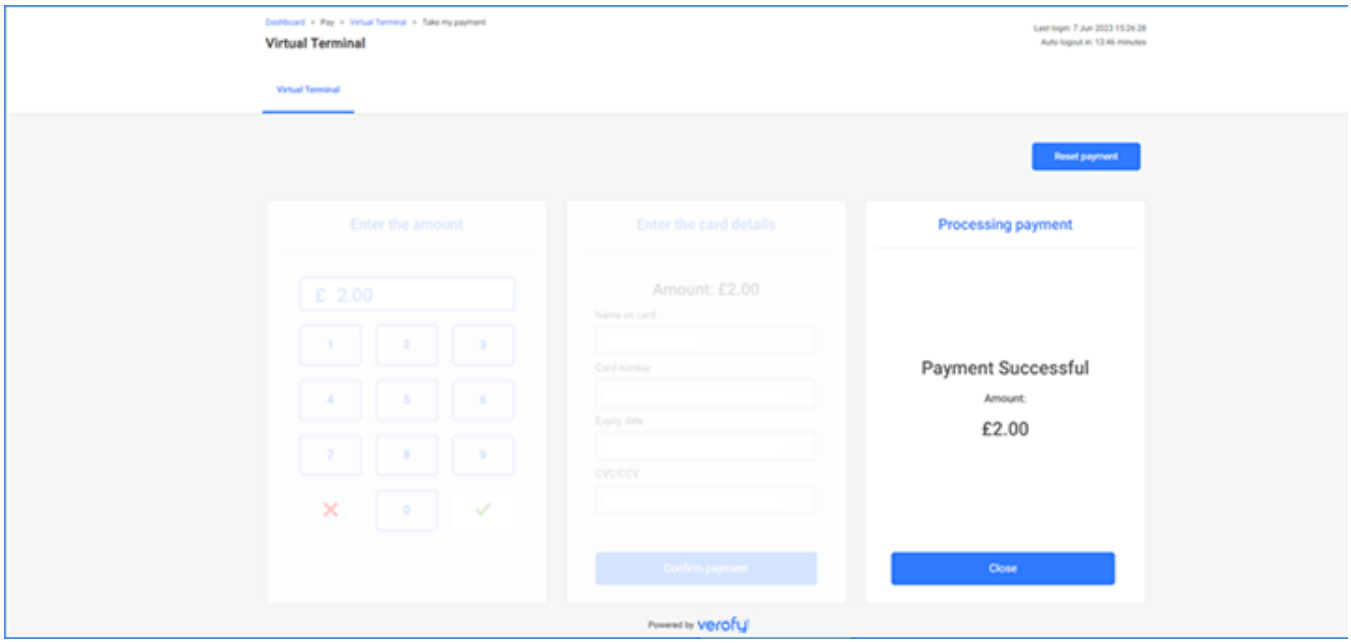


5. Next, enter the information from the card which the customer is using to pay. You'll need to enter:
   - Name on card
   - Card Number (this is the long, 16 digit number on the front of the card)
   - Expiry date
   - CVC (3 digit security number on the back of the card)

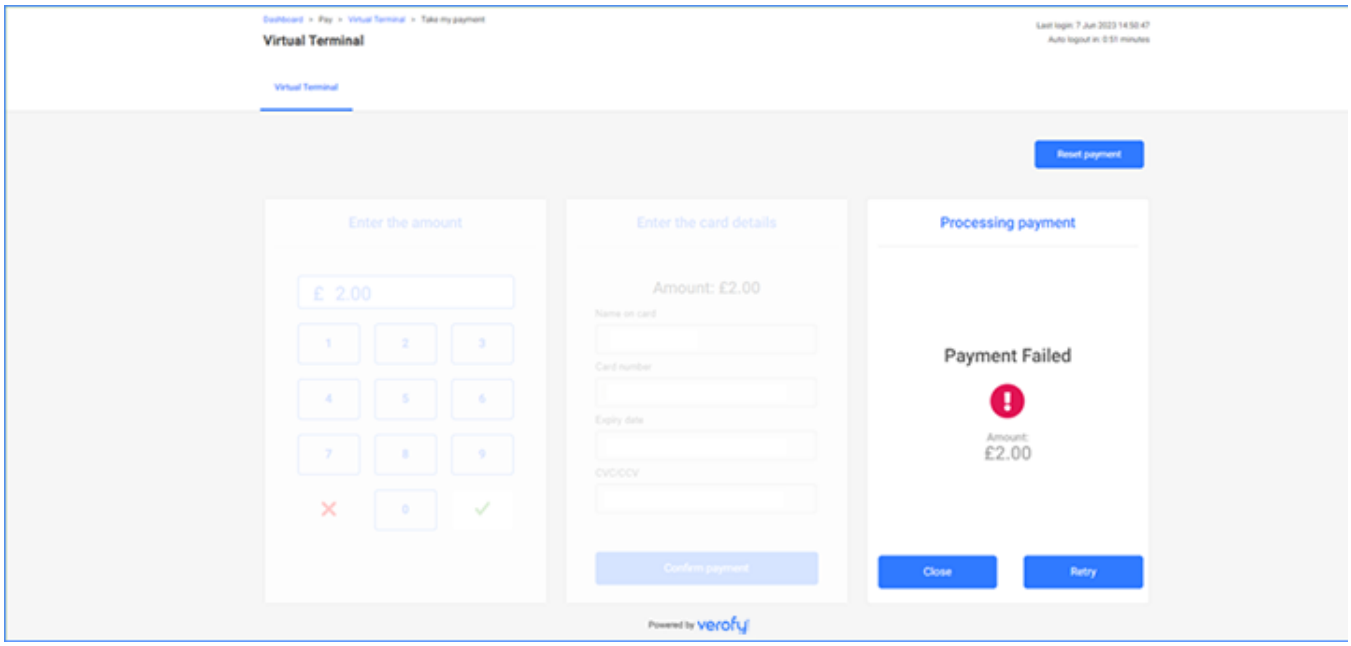
   Once you've done this, press the **Confirm payment** button.



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



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.



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.

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