

in Verofy® Cloud

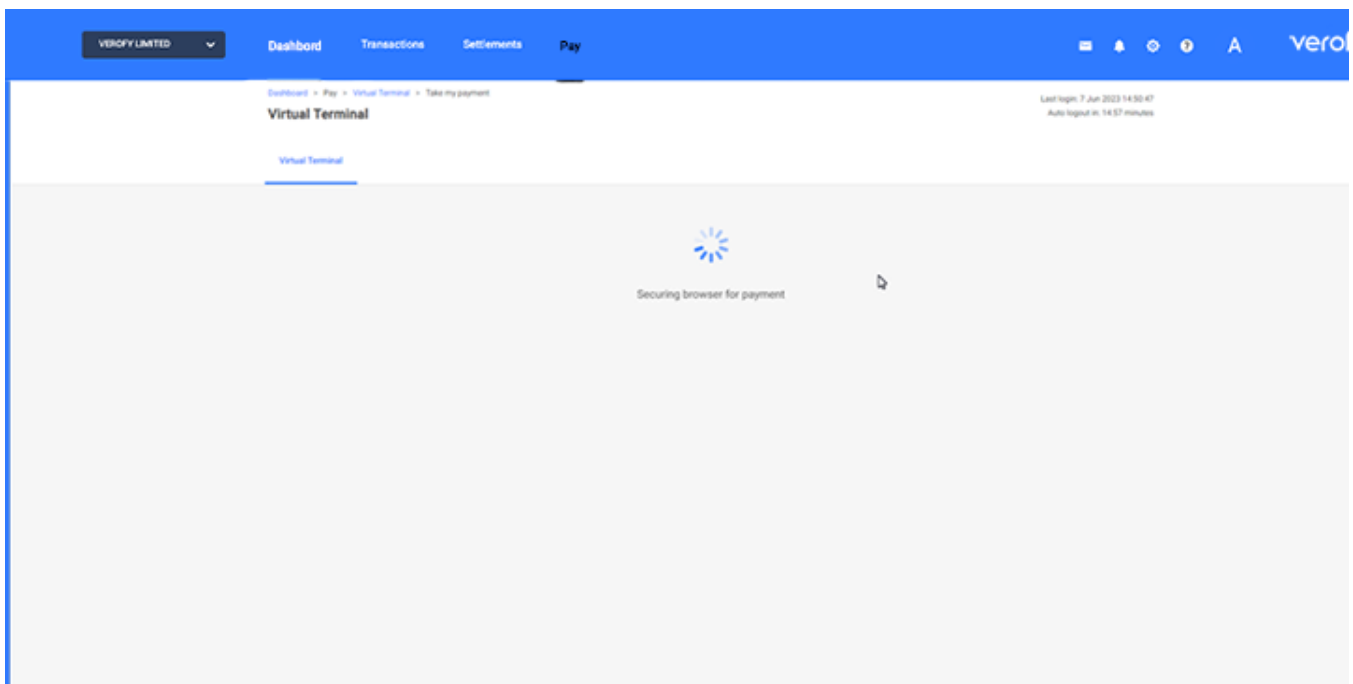
This page shows you how to take payments in Verofy® Cloud via your Verofy® vTerminal.

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.

The screenshot displays the Verofy Virtual Terminal interface. At the top, there is a navigation bar with links: Dashboard > Pay > Virtual Terminal > Take my payment. The page title is 'Virtual Terminal'. On the right, it shows 'Last login: 7 Jun 2023 15:26:28' and 'Auto logout in: 12:46 minutes'. A 'Reset payment' button is in the top right corner. The main area is divided into three panels. The first panel, 'Enter the amount', shows '£ 2.00' and a numeric keypad with a red 'X' and a green checkmark. The second panel, 'Enter the card details', shows 'Amount: £2.00' and fields for 'Name on card', 'Card number', 'Expiry date', and 'CVC/CVV', with a 'Confirm payment' button. The third panel, 'Processing payment', shows 'Payment Successful', 'Amount: £2.00', and a 'Close' button. At the bottom, it says '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.

The screenshot displays the Verofy Virtual Terminal interface with a 'Payment Failed' message. The layout is identical to the previous screenshot, but the third panel, 'Processing payment', now shows 'Payment Failed' with a red exclamation mark icon, 'Amount: £2.00', and two buttons: 'Close' and 'Retry'. The 'Confirm payment' button in the second panel is still visible. The top navigation bar and footer remain the same.

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.