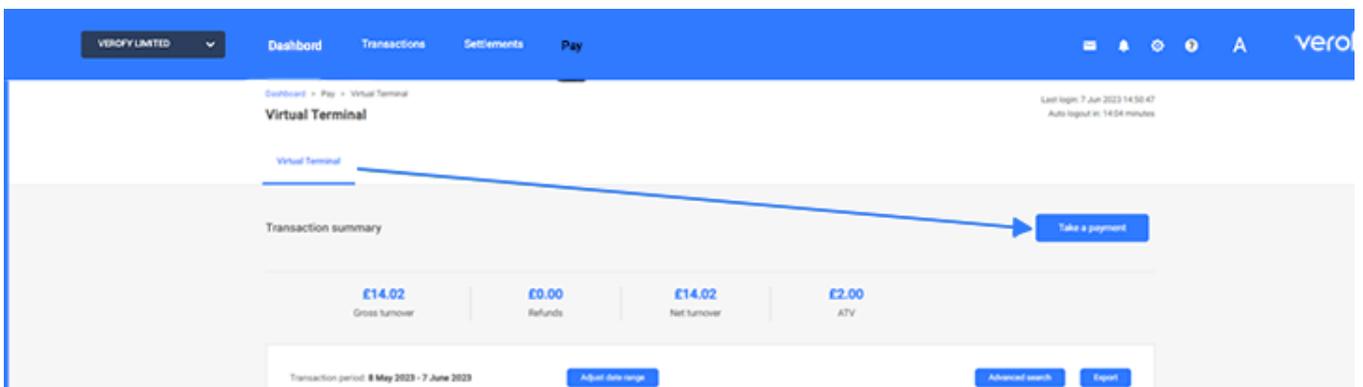


in Verofy® Cloud

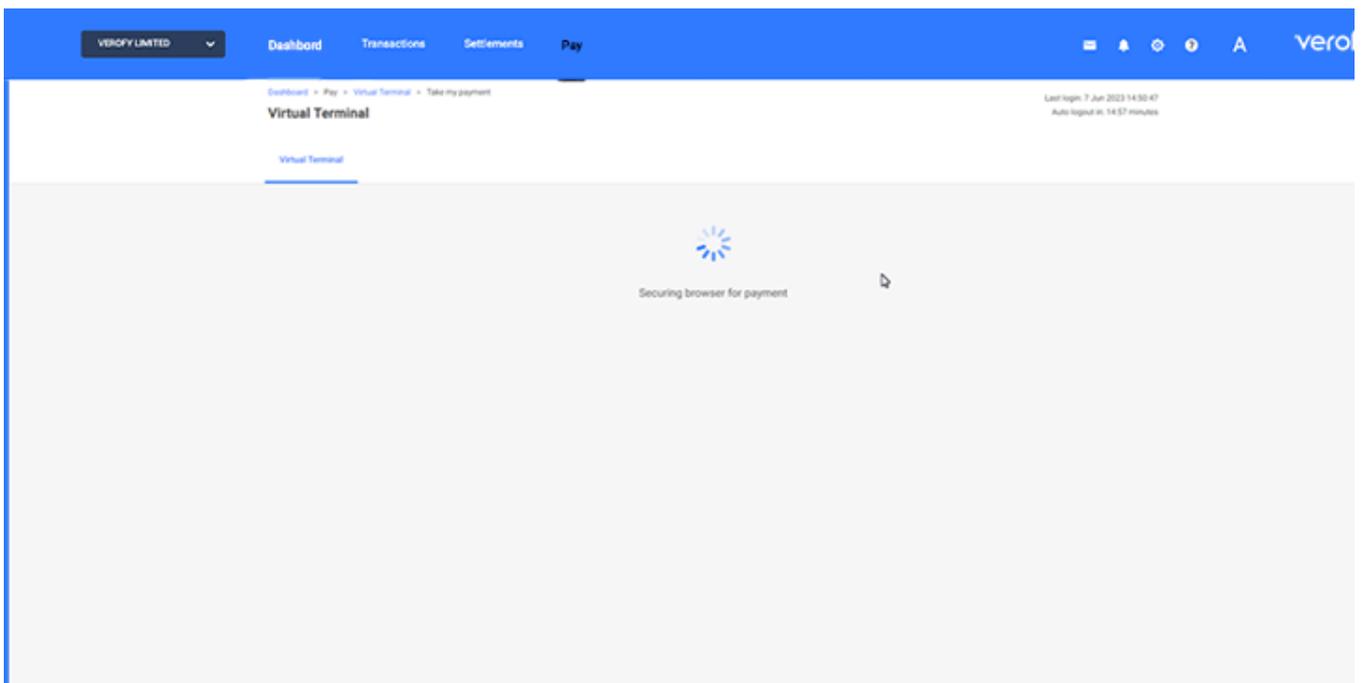
This page shows you how to take payments in Verofy® Cloud via your Verofy® vTerminal.

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. At the top, there is a breadcrumb trail: 'Dashboard > Pay > Virtual Terminal > Take my payment'. The page title is 'Virtual Terminal'. In the top right corner, it says 'Last login: 7 Jun 2023 14:50:47' and 'Auto-logout in: 12:05 minutes'. A 'Reset payment' button is in the top right. The main content area has three panels: 'Enter the amount', 'Enter the card details', and 'Processing payment'. The 'Enter the amount' panel is active, showing a text input field with '£ 0.00' and a numeric keypad with buttons for digits 1-9, 0, a red 'X', and a green checkmark. The 'Enter the card details' panel has fields for 'Name on card', 'Card number', 'Expiry date', and 'CVC/CCV', with a 'Confirm payment' button below. The 'Processing payment' panel is empty. At the bottom, it says 'Powered by verofy'.

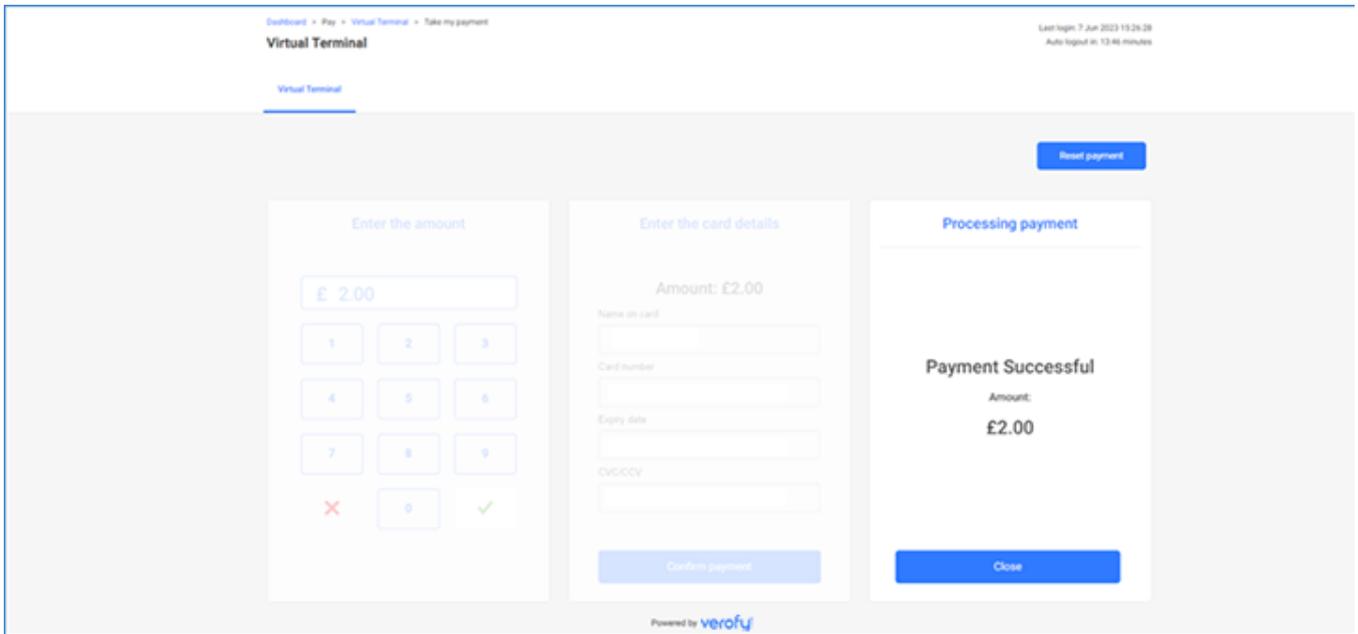
5. Next, enter the information from the card which the customer is using to pay. You'll need to enter:

- 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)

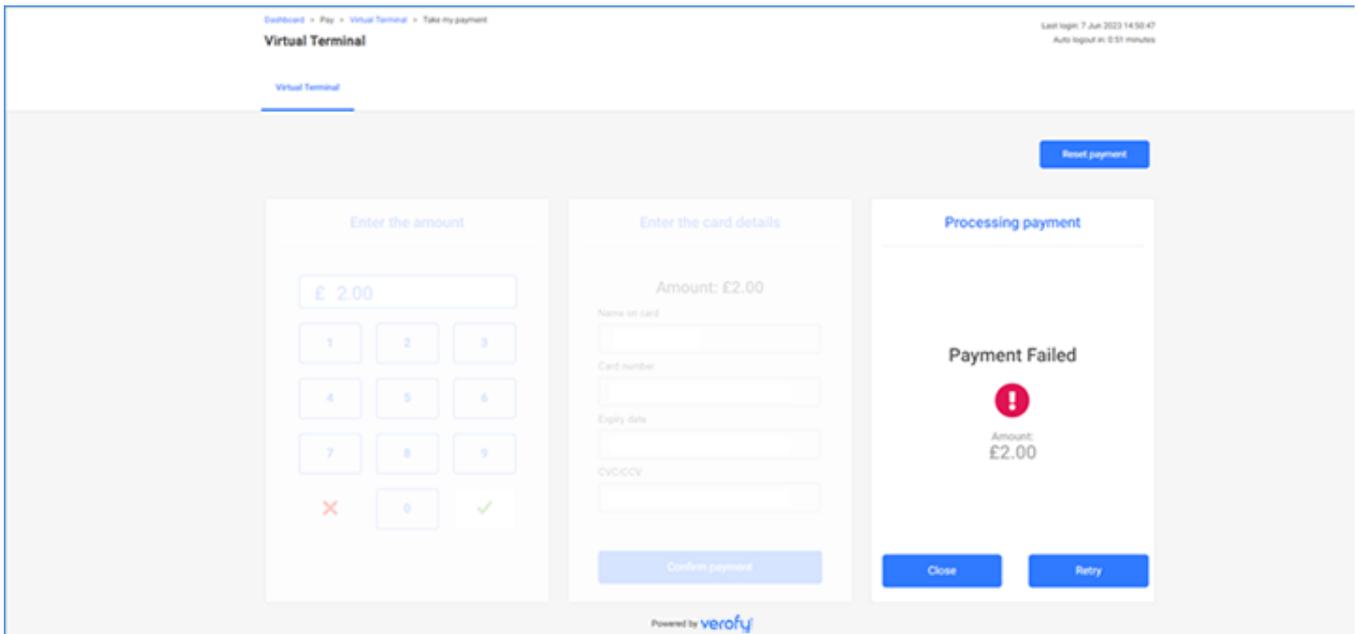
Once you've done this, press the **Confirm payment** button.

The screenshot shows the 'Virtual Terminal' interface. At the top, there is a breadcrumb trail: 'Dashboard > Pay > Virtual Terminal > Take my payment'. The page title is 'Virtual Terminal'. In the top right corner, it says 'Last login: 7 Jun 2023 14:50:47' and 'Auto-logout in: 7:05 minutes'. A 'Reset payment' button is in the top right. The main content area has three panels: 'Enter the amount', 'Enter the card details', and 'Processing payment'. The 'Enter the amount' panel is now inactive, showing '£ 2.00' in the input field. The 'Enter the card details' panel is active, showing 'Amount: £2.00' and the same fields for 'Name on card', 'Card number', 'Expiry date', and 'CVC/CCV', with a 'Confirm payment' button below. The 'Processing payment' panel is empty. At the bottom, it says 'Powered by verofy'.

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.