VeriCool Payment Portal – User Guide

VeriCool Payment Portal

New Users

If using the system for the first time, please enter your Portal Code provided.

Portal Code

Setup Account

Existing Users

Please sign in with your Email Address and Password

Email Address

Password

Sign In   Forgot Password?

For any support enquiries please contact us at : onlinepayments@vericool.co.uk
Our Support Department Hours of Operation are : Monday - Friday 8am - 5pm (Excluding Public holidays)

The VeriCool Payment Portal can be accessed by entering pg.vericool.co.uk/home/authenticate into the web browser. On first use, you will need to enter your unique portal code in the 'New Users' section on the left hand side. You will then be prompted to set up an email address and password, these will be your log in details for future use and will need to be entered into the 'Existing Users' section on the right hand side.

Once you are logged in, you will be able to select from a number of different categories on the left panel. These categories include; Cart, Top Up Account, Transactions and Purchase History.

In order to add funds to your account, simply select the chosen amount from the available options and then click 'Add to Cart'.

Cashless Catering Balance £2.35

Date	Product	Cost	Running Balance
05/01/2014 09:46:17	Parent Pay Payment	£10.00	£10.00
05/01/2014 10:00:00	Muffin £0.80	-£0.80	£9.20
05/01/2014 10:12:00	Baguette £1.80	-£1.80	£7.40
05/01/2014 10:28:44	CashBox Credit	£0.50	£7.90
05/01/2014 10:30:38	Tikka Slice £1.00	-£1.00	£6.90
05/01/2014 10:41:35	Pizza £1.10	-£1.10	£5.80
05/01/2014 10:45:38	Drink 70p	-£0.70	£5.10
06/01/2014 12:57:56	CashBox Credit	£1.00	£6.10
06/01/2014 13:57:56	Baguette £1.80	-£1.80	£4.30
06/01/2014 12:58:32	Cakes 60p	-£0.60	£3.70
06/01/2014 13:02:12	Drink 75p	-£0.75	£2.95
06/01/2014 13:16:45	Cakes 60p	-£0.60	£2.35

Within the 'Transactions' section you will be able to see a full record of your dinner transactions along with any payments that have been made via the Payment Portal or cash loaders. This section will also display an up to date balance.

cart

TopUp Account

Transactions

Purchase History

Payment Portal Purchase History

Date	Ref	Person	Product	Cost
14/11/2014 12:02:09	0000000119dc85f6	Test Employee1	TopUp	£5.00
14/11/2014 12:07:43	0000000119dc8b10	Test Employee1	TopUp	£5.00
14/11/2014 12:23:23	0000000119dc9597	Test Employee1	TopUp	£5.00
14/11/2014 12:26:30	test	Test Employee1	TopUp	£5.00
14/11/2014 12:02:09	0000000119dc85f6	Test Employee2	TopUp	£10.00
14/11/2014 12:22:57		Test Employee2	TopUp	£5.00

By selecting 'Purchase History' you will be able to view any dinner money purchases that have previously been made either via the Payment Portal or by cash/cheque.

VeriCool

TestCorp
Payment Portal, to start please Select a Person from the Drop Down List on the right.

Test Employee1

🛒 View Cart   £0.00   Log Out

cart

TopUp Account

Transactions

Purchase History

Info: Theres nothing in the cart please, add some products by using the tabs on the left.

✖ Clear   #   Person   Product   Cost

Please note that payments may take up to 30 minutes before it will be sent to TestCorp

☐ I agree to the terms and conditions (You must accept this before you can proceed to checkout)

£0.00   🛒 Checkout & Pay

Once you have selected the items you would like to purchase, you can complete the purchase by selecting 'View Cart' on the top right hand side. Within this area you will see a list of selected items, you can click 'Remove' if you no longer wish to purchase a particular item. You will need to confirm that you agree to the terms and conditions, which can be viewed by clicking on the link within the text. This will enable the 'Checkout & Pay' button.

Payment Checkout

Merchant Reference:	280
Order Line 1:	Vericool
Amount:	5.00 (GBP)

Credit Card Payment

Card Number:*

CardHolder Name:*

Expiry Date (MM/YY):

Card Security Code:

Submit   Cancel Payment

From here you will be required to enter your card details as shown above.

Payment Checkout

Merchant Reference:	283
Order Line 1:	Vericool
Amount:	5.00 (GBP)

Authorization Result

Response:	APPROVED
Response Code:	00
Currency:	GBP
Amount:	5.00
Card:	411111........11
Card Holder:	TEST
Card Type:	Visa
Date:	20141106
Time:	111242
Transaction Type:	Purchase
Auth Code:	001242
Help Text:	The Transaction was approved

Next

Once submitted you will be redirected to a secure payment approval page where you will receive a confirmation message to say the transaction has been approved. Click next and you will be provided with a reference as shown below.

VeriCool Academy
Your Payment was Successful, your Reference is: 000000011986396e

Home   Log Out

Person	Product	Cost
Christopher Jones	Dinner	£5.00

Total	£5.00