SwiftPay

Online Walkthrough V1.01

Contents

SwiftPay Login

To begin type the following URL into your tool bar:
https://pg.vericool.co.uk/home/authenticate

You now have 3 options which are:
1. Enter your email address and password
2. Click "Forgot Password?" to reset your password
3. Click "Setup Account" to set up a new account

VeriCool Payment Portal

Please sign in
Please sign in with your Email Address and Password

Email Address

Password

Sign In | Forgot Password?

Setup Account

VeriCool Payment Portal

Forgot Password

Email Address

Send

VeriCool Payment Portal

Account set up
Please sign in with your Email Address and Password

PortalCode

Enter | Back

Getting Started

Once you have logged in you will be presented with the main "Home" screen where you have 3 options which are:

1. Select a Person to Start
2. Add Sibling
3. Log Out

NB: At this stage the "View Cart" icon will be disabled as you haven't yet added any items to the cart.

VeriCool Academy

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

Select a Person to Start | Add Sibling

View Cart | £0.00 | Log Out

VeriCool Academy

Unit 6
Cirrus Court
Glebe Road
Huntingdon
Cambs
PE29 7DL

Select a Person and Make a Payment

You can now select an individual and enter their account to do the following:

1. Top up their catering account,
2. Review catering transactions
3. Review purchase history

Add Funds to a Catering Purse

In the example to the right you are presented with the "**Add Funds**" screen.

At this point you can simply add funds to their catering purse, view the cart and check out.

Alternatively you can also continue to shop and add other items to the cart

You can also review "**Dinner Transactions**" and "Purchase History"

Checkout and Pay

Once you have selected to "**Checkout and Pay**" you will be re-directed to a confirmation page with your order details.

You will now need to complete the following fields:
- Card Number (**16 Digit long Number**)
- Security Code (**3 Digit Number on the Reverse of Your Chosen Payment card**)
- Expiry Date of your Chosen card
- Your Name
- Address
- Post Code
- Country
- Telephone
- Email Address.

If the transaction should fail for any reason you will be notified on screen.

If the transaction is successful you will see the following message

Company Information

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Glebe Road
Huntingdon
Cambridgeshire
PE29 7DL

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