



SwiftPay

Online Walkthrough V1.01

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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

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.

A screenshot of the VeriCool Academy payment portal interface. The header area is light grey and contains the VeriCool logo on the left, the text "VeriCool Academy" in bold, and a navigation bar on the right with buttons for "Select a Person to Start" (blue), "Add Sibling" (green), "View Cart" (green), "£0.00", and "Log Out" (green). Below the header, the main content area is also light grey and displays the school's name and address.

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

A user selection dropdown menu. The main button is blue with the text "Select a Person to Start" and a downward arrow. To its right is a green button labeled "Add Sibling". Below the main button, a white dropdown list is open, showing two names: "Harry Carr" and "Jimmy Abbey". To the right of the dropdown list, the text "£0.00" is displayed, followed by a green button labeled "Log Out".

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

Harry Carr Add Sibling
View Cart £0.00 Log Out

- cart
- Dinner Money
- Trips
- School Shop
- Dinner Transactions
- 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**”

Cashless Catering Balance £22.83

Date	Product	Cost	Running Balance
11/06/2018 14:16:45	Fresh Fruit 40p	-£0.40	£22.87
11/06/2018 14:16:45	Fresh Fruit 40p	-£0.40	£22.47
11/06/2018 14:16:45	Fruit Pots 35p	-£0.35	£22.12

VeriCool Academy

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

Harry Carr ▾

Add Sibling

View Cart

£0.00

Log Out

- cart
- Dinner Money
- Trips
- School Shop
- Dinner Transactions
- Purchase History

Add Funds

Please choose an amount by using the buttons below and then add the total to the cart.

Clear

£0.00

Add to Cart

+ Add £5

+ Add £10

+ Add £20

Add Funds

Please choose an amount by using the buttons below and then add the total to the cart.

Clear

£0.00

Add to Cart

+ Add £5

+ Add £10

+ Add £20

Harry Carr ▾

Add Sibling

View Cart

£20.00

Log Out

Payment Portal Purchase History

Date	Ref	Person	Product	Cost
11/06/2018 15:49:58	00000003622f7879	Harry Carr	Dinner	£5.00
21/05/2019 09:39:09	0000000b334a9d99	Harry Carr	Dinner	£5.00
14/08/2019 11:44:40	Manual Payment : Reference-	Harry Carr	Activity: French Trip Instalment 1	£25.00
14/08/2019 11:45:28	Manual Payment : ChequePayment-1254544367	Harry Carr	Activity: French Trip Instalment 2	£10.00

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



CashFlows™

Purchase details

Description	VeriCoolPayment 152202
Amount	£5.00

Card Details

▶ Card Number

▶ Security Code

▶ Expiry Date 08 (Aug) 2020

Cardholder details

▶ Name

▶ Address

Post/ZIP code

▶ Country -- Select --

Telephone

▶ Email

[Continue](#) [Cancel](#)

CashFlows Europe Limited is a principal member of VISA EU and MasterCard Europe and is authorised by the Financial Conduct Authority under the Electronic Money Regulations 2011 for the issuing of electronic money and the provision of payment services (FCA Register reference [800006]).

VeriCool Academy
Your Payment was Successful, your Reference is: 0000002148dd7127

[Home](#) [Log Out](#)

Person	Product	Cost
Luke Keeler	Dinner	£5.00

Total **£5.00**



Company Information



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Cambridgeshire
PE29 7DL

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