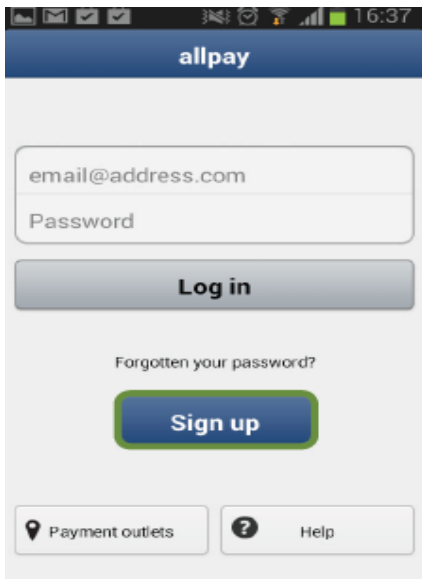


ALLPAY APP – PAYMENT PROCEDURE

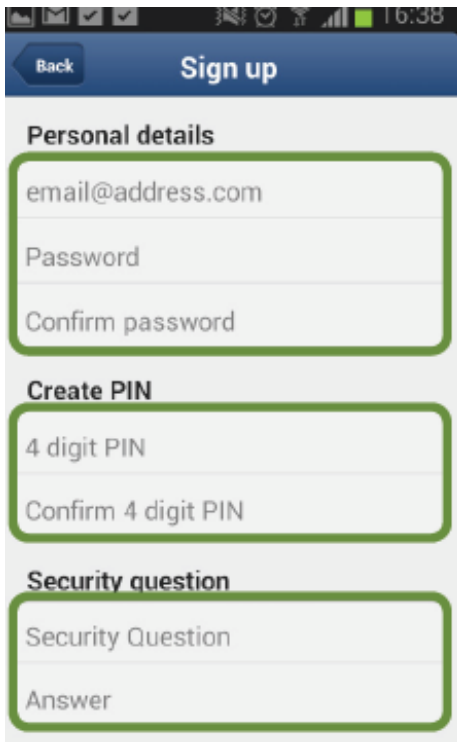
STEP 1 - HOMESCREEN

For the first time user, you must register your account details in order to securely log-in and make future payments in seconds. If you already have an account, enter your e mail address and password to log in.



STEP 2 - SIGN UP

Enter your e mail address, a password, a 4 digit PIN number (*remember this number for future and keep it safe*) and a security question.



STEP 3 – ADD BANK CARD

Add your bank card by clicking on 'Add Bank Card'

(Please note that due to payment card industry regulations, the card you enter here will not be saved for future use until a payment is made with the card, where you will be given the option to save the card (in step 7))

Enter the required bank details and click 'save' to add the card to your account.

The screenshot shows the 'Payments' screen. At the top, there are 'Refresh' and 'Log out' buttons. Below, the 'From:' section shows '1 of 1' and a button labeled 'Add bank Card' which is highlighted with a green box. The 'To:' section shows '1 of 1' and a button labeled 'Add recipient'. Below that is an 'Amount' field with '£0.00' and a 'Make payment' button. At the bottom, there are 'Payments' and 'My details' icons.

The screenshot shows the 'Add bank card' screen. At the top, there are 'Back' and 'Log out' buttons. Below, there are several input fields: 'Friendly name*' (with placeholder 'Friendly name e.g. My Debit Card etc.'), 'Name on card*' (with placeholder 'Name that appears on card'), 'Card number*' (with placeholder 'Long number on front of card'), 'Issue date' (with placeholder 'mmyy'), 'Expiry date*' (with placeholder 'mmyy'), and 'Issue number' (with placeholder 'Switch/Solo/Maestro only'). A 'Save' button is at the bottom. Green boxes highlight the 'Friendly name*', 'Name on card*', 'Card number*', 'Issue date', 'Expiry date*', and 'Save' elements.

STEP 4 – ADD RECIPIENT

Click on 'add recipient' and complete the required information.

(Your 19 digit reference number can be found on your payment card. If you don't have a card a member of staff can get this number for you.)

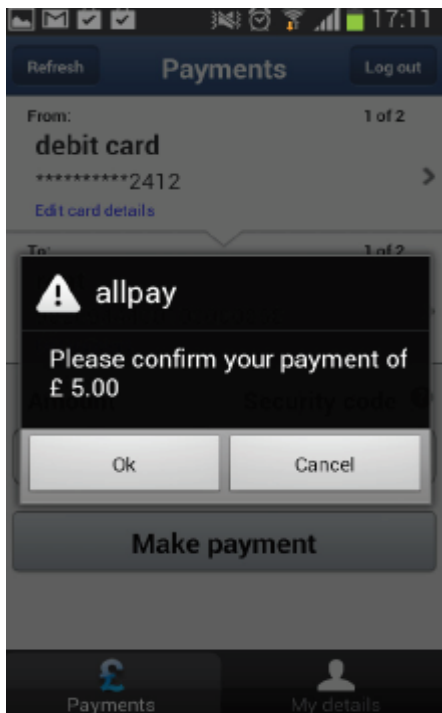
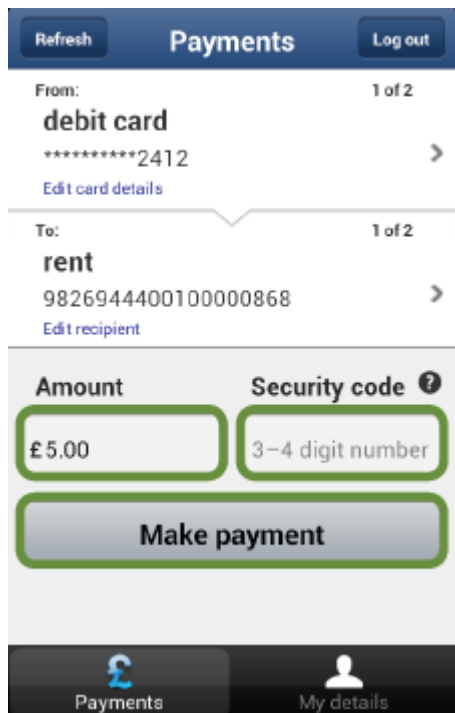
The screenshot shows the 'Payments' screen. At the top, there are 'Refresh' and 'Log out' buttons. Below, the 'From:' section shows '1 of 2' and 'debit card' with a masked number '*****2412' and an 'Edit card details' link. The 'To:' section shows '1 of 1' and a button labeled 'Add recipient' which is highlighted with a green box. Below that is an 'Amount' field with '£0.00' and a 'Make payment' button. At the bottom, there are 'Payments' and 'My details' icons.

The screenshot shows the 'Add recipient' screen. At the top, there are 'Back' and 'Log out' buttons. Below, there are several input fields: 'Friendly name*' (with placeholder 'Friendly name e.g. My account etc.'), 'Payment Reference Number*' (with placeholder 'Enter 19 digit number' and a barcode icon), 'Default amount' (with placeholder '£0.00'), and 'Verify PIN for security' (with placeholder 'Enter your PIN for validation'). A 'Save recipient' button is at the bottom. Green boxes highlight the 'Friendly name*', 'Payment Reference Number*', 'Default amount', 'Verify PIN for security', and 'Save recipient' elements.

(The default amount will automatically fill in the payment amount section of the payments screen (step 5) when the recipient (WHA) is selected. This is not a set amount and can be edited if needed.)

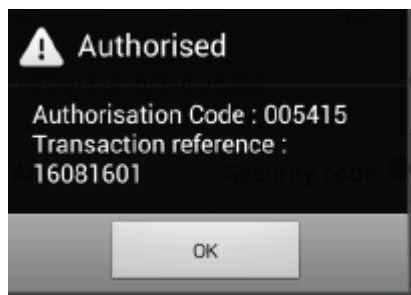
STEP 5 – MAKING A PAYMENT

Enter the amount (if different to the default amount) and your 3 digit security code (this can be found on the signature strip of your card) and click on the 'make payment' button. A confirmation box will ask you to confirm the payment. Confirm the details are correct by clicking 'OK' or return to the previous screen by clicking 'cancel'



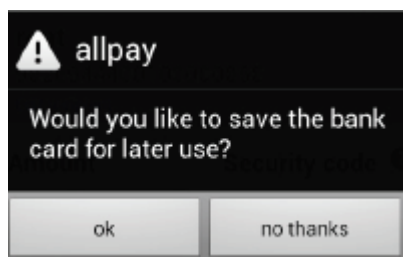
STEP 6 – RECEIPT

Once you have confirmed the payment and it has been authorised, a box will display the authorisation code and transaction reference. A receipt will also be sent to the e mail address you provided in step 2.



STEP 7 – SAVE BANK CARD

Once the payment is complete you will be given the option to save the bank card. Press 'OK' to confirm. If you select 'no thanks' the card will not be saved.



DOWNLOAD THE PAYMENT APP TO YOUR OWN PHONE OR TABLET

You can get the app on Apple or Android by searching for 'Allpay'

Or scan the relevant QR code below..

Apple QR code



Android QR code

