

OUR NEW PAYMENT APP...

...ALLOWS YOU TO PAY ANYTIME, ANYWHERE

Available for Apple, Android and Windows smartphones

Download for FREE from the Apple App Store, Google Play or Windows Phone Store



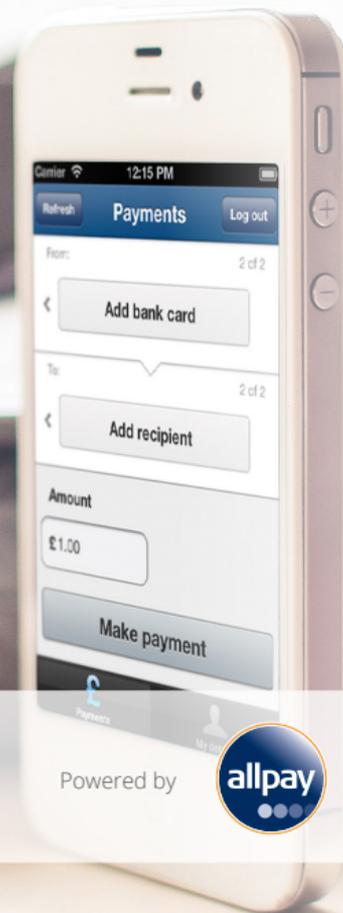
Securely store your rent and credit card details



Allows you to pay anytime, anywhere



Completely FREE!



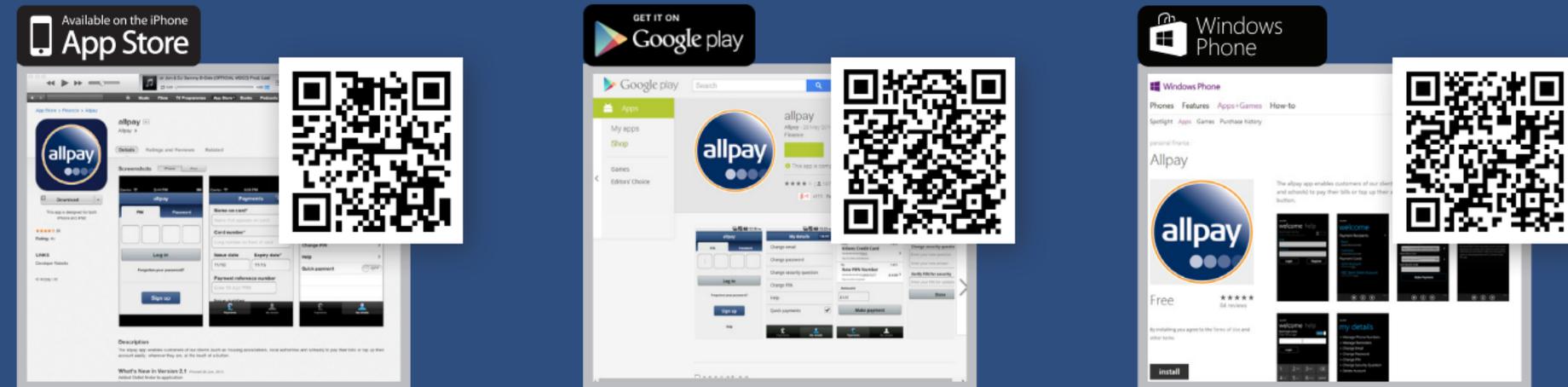
Powered by



DOWNLOAD

- Search for 'allpay' in the Apple App Store, Windows Phone Store or Google Play.
- Click on the allpay logo and download the Payment App for FREE.

Alternatively, if you have a QR code scanner installed on your phone, simply scan the QR code for your device below. Click the install button and allow the device to download the app.

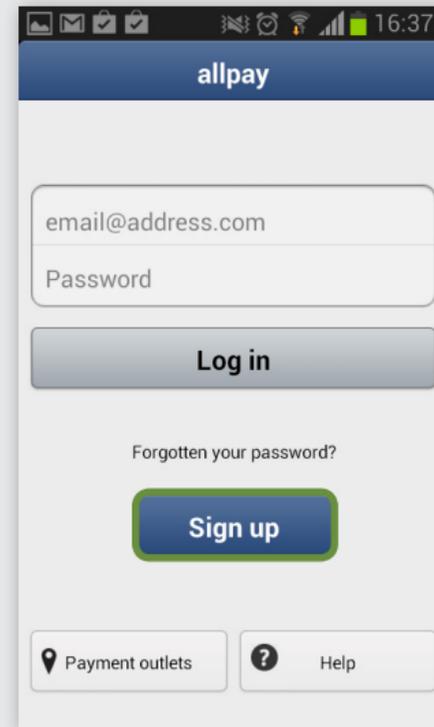


1

Homescreen

For the first time user, you must register your account details in order to securely log in and make future payments in seconds.

Click the **Sign up** button to enter the registration screen.



2

Sign up

Enter your email address, a password, a security question, a PIN number and your Payment Reference Number (PRN).

Your PRN can be found on your Rent/Garage/Sundries card.

Click the **Sign up** button to confirm and finish registration.



3

Add bank card

The bank card is the card you will use to make a payment to a recipient.

You may add multiple bank cards to your account, add your first card by clicking the **Add bank card** button to move to the entry form.

Please note that due to Payment Card Industry regulations, the cards 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. Please see step 10.

Refresh Payments Log out

From: 1 of 1

Add bank Card

To: 1 of 1

Add recipient

Amount

£0.00

Make payment

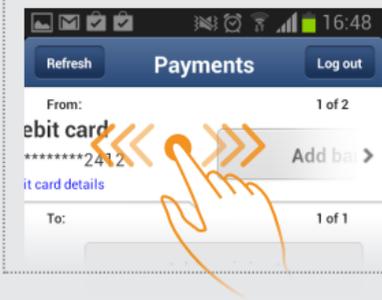
Payments My details

4

Add bank card

Enter the required details and click **Save** to add the card to your account.

You can add multiple cards by swiping the bank card section left or right until you reach the **Add bank Card** button and following the same process.



Back Add bank card Log out

Friendly name*

Friendly name e.g. My Debit Card etc.

Name on card*

Name that appears on card

Card number*

Long number on front of card

Issue date Expiry date*

mmyy mmyy

Issue number

Switch/Solo/Maestro only

Save

5

Add recipient

The recipient will be the organisation that you wish to pay, they will have given you a Payment Reference Number which can be found on your Rent/Garage/Sundries card or as a barcode on the invoice notice you receive.

You may add multiple recipients to your account, add your first by clicking the **Add recipient** button to move to the entry form.

Refresh Payments Log out

From: 1 of 2

debit card

*****2412

Edit card details

To: 1 of 1

Add recipient

Amount

£0.00

Make payment

Payments My details

6

Add recipient

Enter the required information and click the **Save recipient** button.

The **Default amount** will automatically fill in the Payment Amount section of the payments screen when this Recipient is selected. This is not a set amount however and you will be able to edit this if needed.

You may add multiple payment recipients, to do this swipe the recipient section across until you see the **Add recipient** button (similar to step 4 for adding multiple bank cards).

Back Add recipient Log out

Friendly name*

Friendly name e.g. My account etc.

Payment Reference Number*

Enter 19 digit number

Default amount

£0.00

Verify PIN for security

Enter your PIN for validation

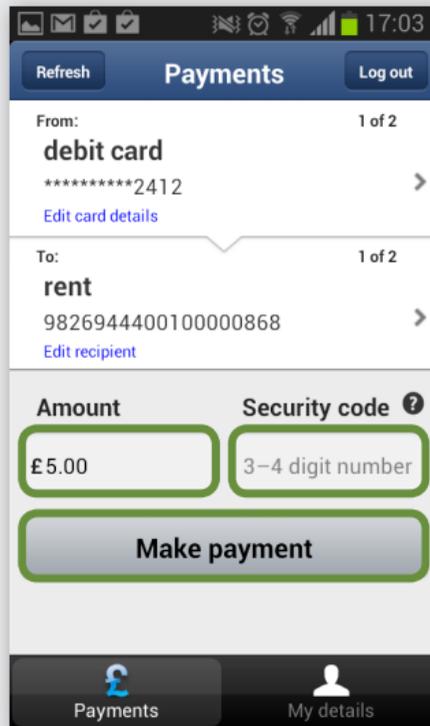
Save recipient

7

Make a payment

Making a payment is quick and easy, select the bank card and recipient you would like to use for the payment by **scrolling to the left or right of the bank card and recipient sections** until the card you wish to use is showing in the pane. An indicator to the top right of that section shows how many panes you have.

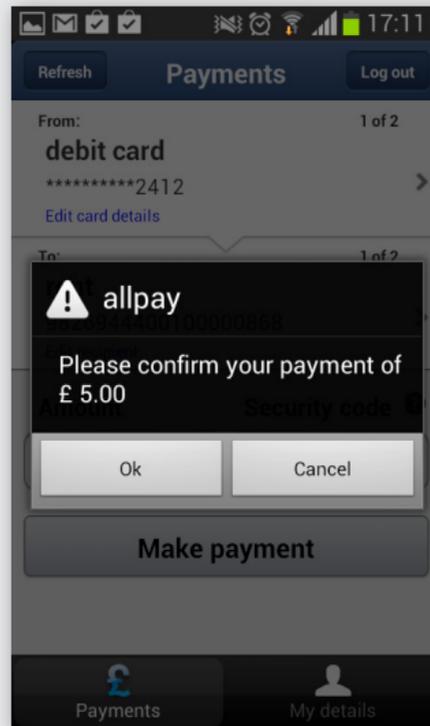
Your default amount, set in step 6, will automatically fill the **Amount** section, you can amend this to your desired amount, enter the 3 digit **Security code*** for the selected bank card and click the **Make payment** button.



8

Make a payment

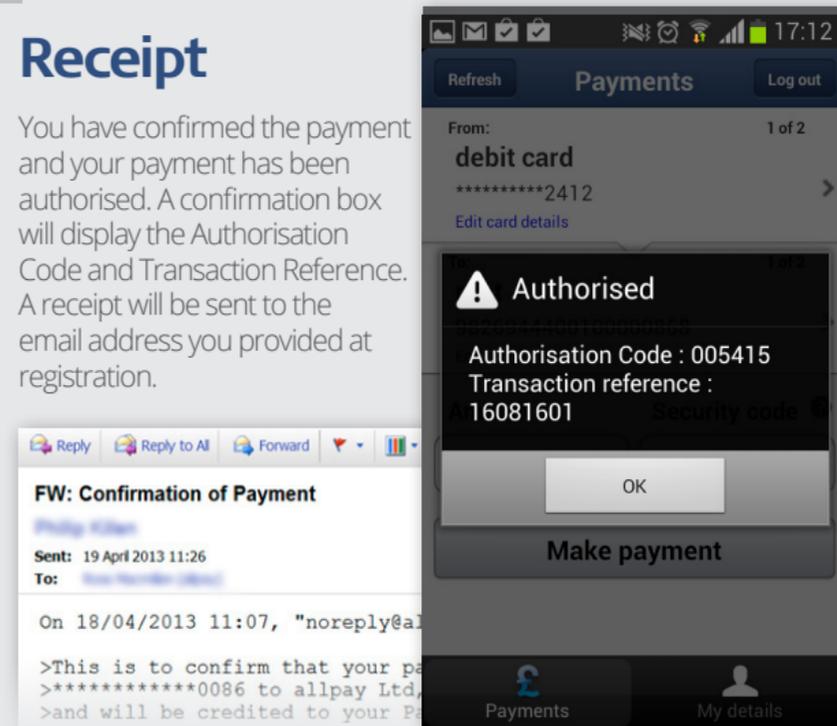
A confirmation box will ask you to confirm the payment. Confirm the details are correct by clicking **Ok** or return to the previous screen by clicking **Cancel**.



9

Receipt

You have confirmed the payment and your payment has been authorised. A confirmation box will display the Authorisation Code and Transaction Reference. A receipt will be sent to the email address you provided at registration.



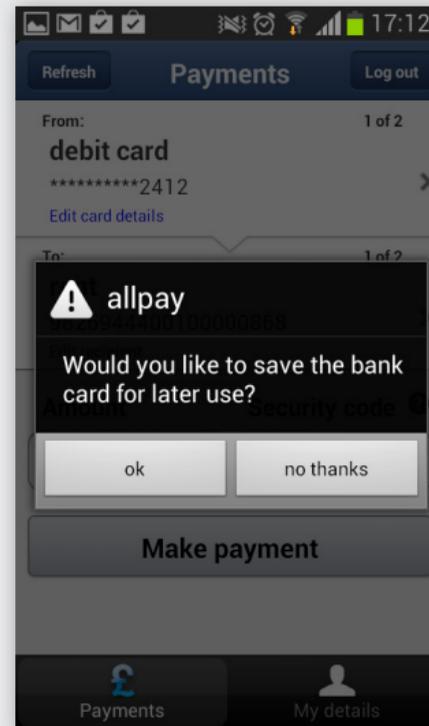
10

Save bank card

Once payment is complete you will be given the option to save the bank card used to make the payment into your account.

Press **OK** to confirm and save.

If you select **no thanks** the card you have entered will be removed upon exit from the allpay Payment App.



* For Visa and Mastercard, the Security Code is the 3 or 4 digit number printed on the back of the card. It appears after and to the right of your card number

