How to TAKE A PAYMENT ON WORLDPAY

You need to be authorised with a password to be able to take a payment on Worldpay

 Login using link https://secure.worldpay.com/

Click on CREATE on LHS

Complete the form as follows:

Order Description – Account No; S No; Postcode

Amount

Cart ID – same as Order Description

Name on Card

Expiry Date

CV2 on back of card

Customer Phone No

Customer Email Address

Billing Address – just type in postcode in the field with an asterisk

Postcode

The Submit Transaction button should light up green if all fields have been entered correctly. Click on this.

If the button hasn't turned green check all details again with customer to make sure card details are okay an