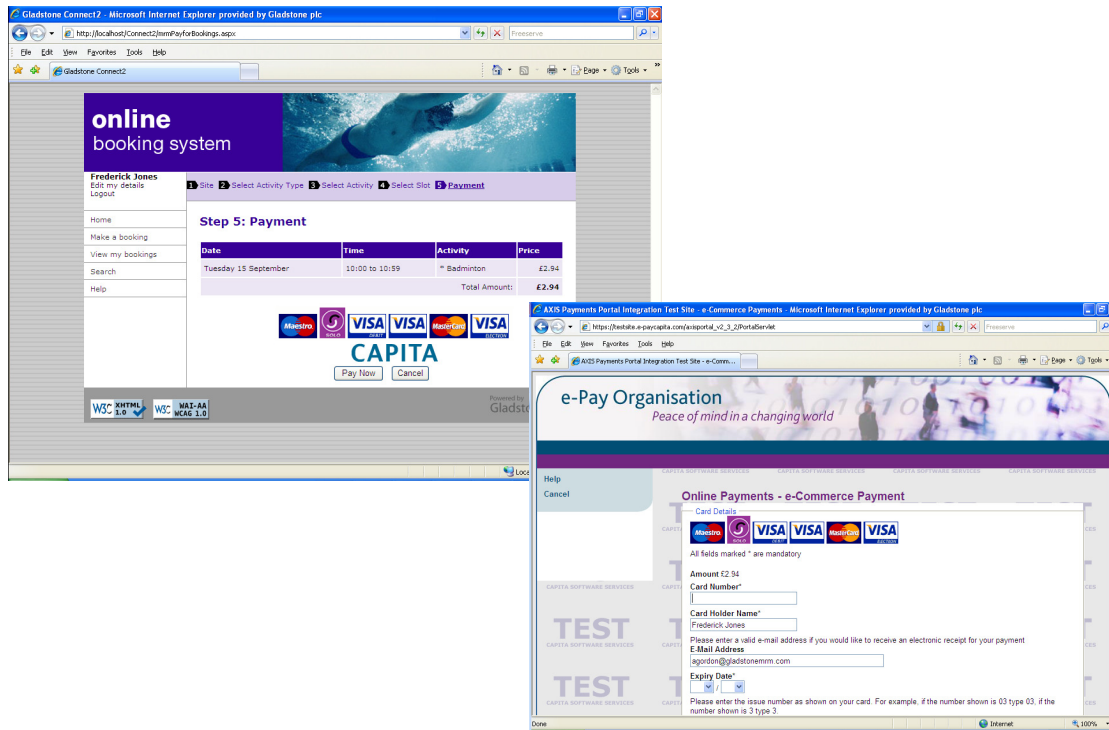




Capita Online Payment Portal Functionality

NOTES:

Overview of Capita online payment portal functionality

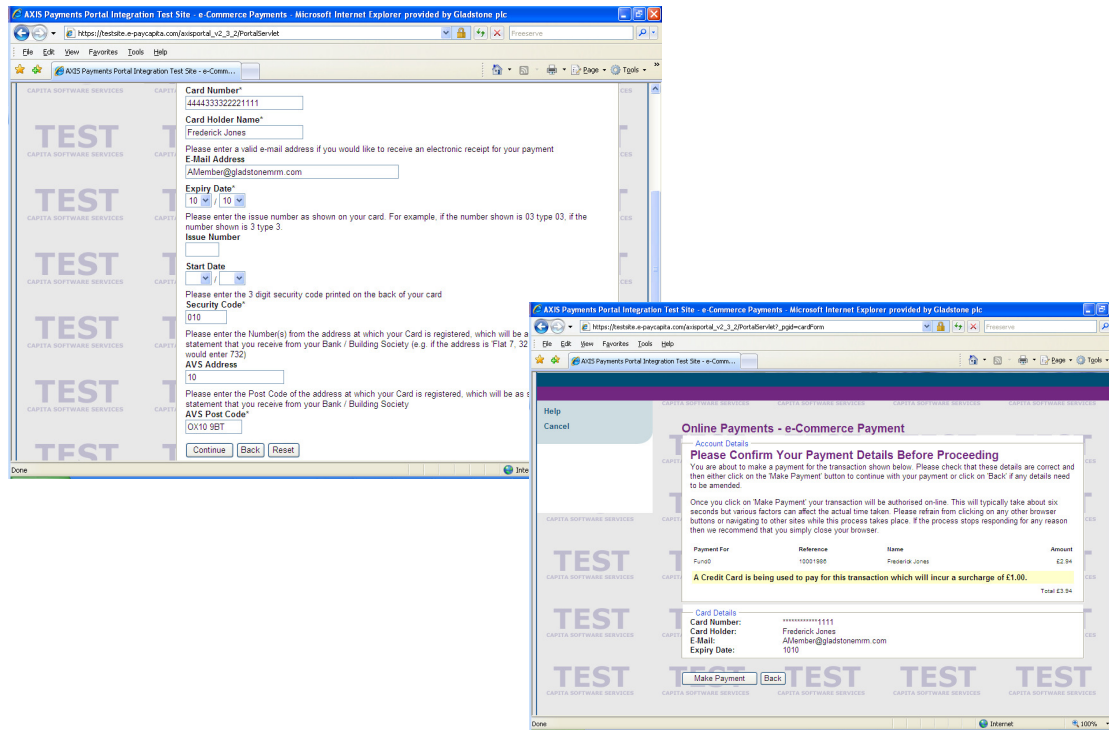


NOTES:

The following will provide an overview of the Capita online payment portal.

- Online bookings can be paid on an individual basis as part of the online booking process.
- Move through the online booking process, select an activity and confirm the booking.
- At the conclusion of the booking process there is an option to pay for the booking within the prompt ‘This booking must be paid for before it is Confirmed.’
- Move the cursor and select the option ‘Paid’.
- You will be presented with the payment screen, select the option ‘Pay Now’.
- The Capita Online Payments - e-Commerce Payment screen is displayed.

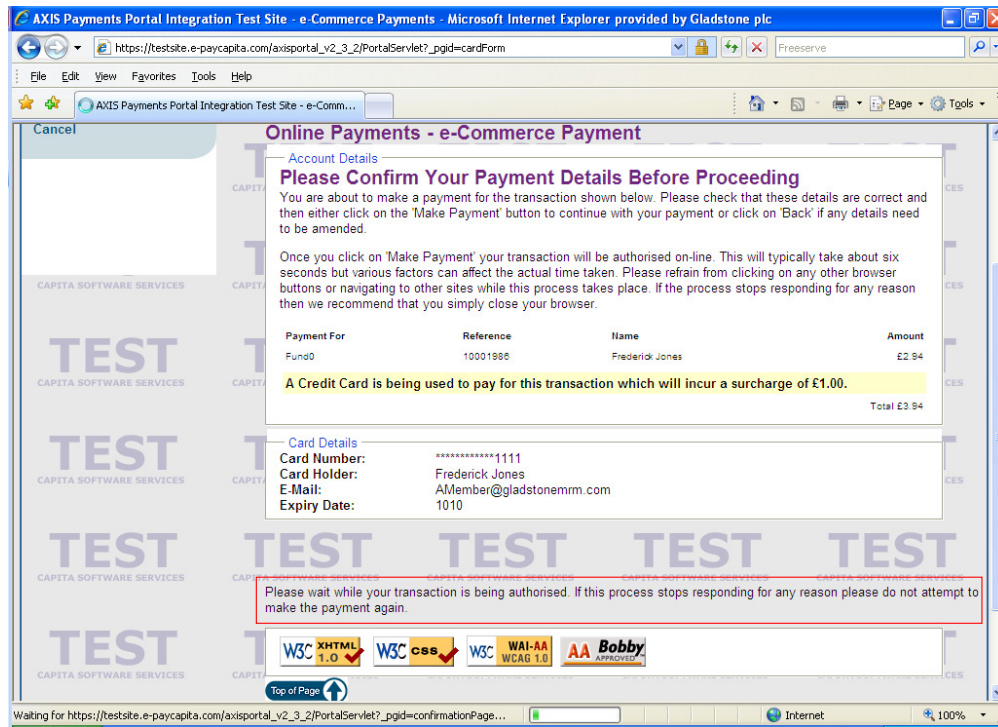
Overview of Capita online payment portal functionality



NOTES:

- Move through the payment screen entering the details. In particular, mandatory fields are indicated by an asterisk (*).
- In this illustration test card details are being demonstrated.
- Once the card details have been entered, move the cursor and select the option of 'Continue'.
- A Confirmation of payment details is displayed, which once checked the option 'Make Payment' is selected.

Overview of Capita online payment portal functionality



NOTES:

- The card payment will be processed and when the payment is successful a payment confirmation is displayed.
- In this example a successful payment is demonstrated. Where the status of the sale and booking will be changed within Plus2 as 'Paid' and an email payment confirmation will be sent to the user.
- In the event of a failed payment, Connect2 will indicate this in a message and the sale and booking will remain unpaid within Plus2.