

How do I enable a card to allow repeat payments?

1. First you need to navigate to the booking. If you know the booking number you can enter this in the booking number search in the top right of the SuperControl pages.

You can also go to *Bookings > Grid view*. Once you load your grid you can click on the booking to take you into the main area for that booking OR you can go to *Bookings > Search bookings* and use the filter options to find your booking.

2. Ensure you have your guests address added in the booking then select your payment method.

The screenshot shows a web interface with a navigation bar at the top containing tabs: 'Customer payments' (highlighted in green), 'Security deposits', 'History & Correspondence', 'Add notes or files', and 'Ge'. Below the navigation bar is a dark grey header with the text 'Payment method'. The main content area features a 'Payment type:' dropdown menu with a blue border and a downward arrow. The dropdown is open, showing a list of options: 'Select', 'Mastercard (3% supplement)', 'Visa' (highlighted in blue), 'Bank transfer', 'Cheque', 'Owner paid direct', and 'PayPal'. To the left of the dropdown is a 'Description' section with two items: 'Deposit paid' and 'Balance paid', each with an unchecked checkbox. To the right of the dropdown are two 'Payment me' buttons, each with a 'Select' button below it.

3. Enter your guests card details and tick "Process balance or security deposit using the same card".

4. Tick the payment you wish to take (Deposit, Balance or both) and then tick "Process online using Opayo (Sage Pay)".

5. Click OK.

6. Click Save.

Customer payments | Security deposits | History & Correspondence | Add notes or files | Generate documents | Add reminder | Your reference | Website & source | Financial | [Settings](#) [Save](#) [Cancel](#)

Payment method

Payment type: Process balance or security deposit using this card

Card Number:

Name on card:

Card expiry:

CSC: Note CSC is never saved. This is only for processing online payments.

Description	Date	Payment method	Due	Amount paid	Balance
<input checked="" type="checkbox"/> Deposit paid	Due now	<input type="text" value="Visa"/>		GBP 236.25 <input type="text" value="0"/> % supplement	
<input type="checkbox"/> Balance paid	Due now	<input type="text" value="Visa"/>		GBP 751.25 <input type="text" value="0"/> % supplement	
				GBP 987.50	GBP 0.00
				GBP 987.50	GBP 987.50

Enter custom payment: % supplement

Process online using SagePay

Customer payments | Security deposits | History & Correspondence | Add notes or files | Generate documents | Add reminder | Your reference | Website & source | Financial | [Settings](#) [Save](#) [Cancel](#)

Payment method

Payment type:

Description	Date	Payment method	Due	Amount paid	Balance		
<input checked="" type="checkbox"/> Deposit paid							
<input type="checkbox"/> Balance paid	Due now	<input type="text" value="Select"/>		GBP 751.25 <input type="text" value="0"/> % supplement			
Deposit payment [SagePay ref {63334FC5-5CE2-B361-9454-F827D814A28C}]				29 May 2017	Visa XXXX-XXXX-XXXX-0006	GBP 236.25	Delete Edit SagePay refund

7. When the time comes to process the balance the card is already registered to take repeat payments. To process the balance tick "Balance paid".

8. Select the Opayo (SagePay) repeat payment method.

Customer payments | Security deposits | History & Correspondence | Add notes or files | Generate documents | Add reminder | Your reference | Website & source | Financial | [Settings](#) [Save](#) [Cancel](#)

Payment method

The following payment types are available for this booking: SagePay repeat Visa XXXX-XXXX-XXXX-0006

Or select a new payment type:

Description	Date	Payment method	Due	Amount paid	Balance		
<input checked="" type="checkbox"/> Deposit paid							
<input checked="" type="checkbox"/> Balance paid	Due now	<input type="text" value="Select"/>		GBP 751.25 <input type="text" value="0"/> % supplement			
Deposit payment [SagePay ref {DD220BF4-CF14-8E20-C8E4-E3A439197170}]				29 May 2017	SagePay repeat Visa XXXX-XXXX-XXXX-0006	GBP 236.25	Delete Edit SagePay refund
				Mastercard + 3% supplement = GBP 773.79			
				Visa			
				Bank transfer			
				Cheque			
				Owner paid direct			
				PayPal			
				GBP 236.25	GBP 751.25		

Enter custom payment: % supplement

Process online using SagePay

9. Tick "Process online using Opayo (Sage Pay)" and Save.

10. You should receive a SUCCESS message, click OK.

Payment processor response

SUCCESS

SagePay confirmation: the transaction was successfully processed, ref {63334FC5-5CE2-B361-9454-F827D814A28C}

Address verification result: MATCHED

Post code verification result: MATCHED

CVV verification result: MATCHED

OK

- ⚠ Always ensure your online payments include a Opayo (Sage Pay) reference number. This proves the transaction is successful. If there is no reference number then you haven't completed the payment correctly. You can delete this and try again.

- 💡 How you can tell if a guest has allowed their card to be used for further payments: Against their initial deposit payment there is a small card icon. If this is blue then the card has been enabled to process future payments. If it is grey then it won't allow a repeat payment option.

Deposit payment [SagePay ref {DD220BF4-CF14-8E20-C8E4-E3A439197170}]



29 May 2017

Visa XXXX-XXXX-XXXX-0000

