

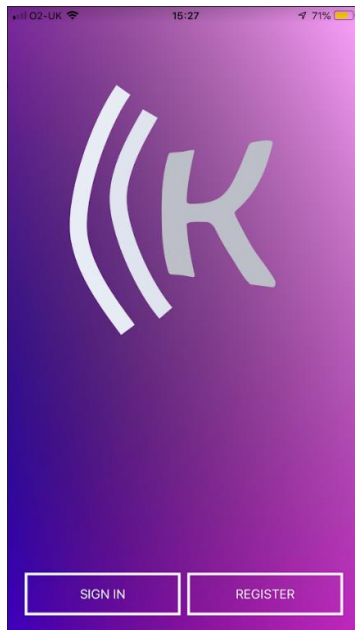


Registering and Topping Up Your Account

Registering by Phone

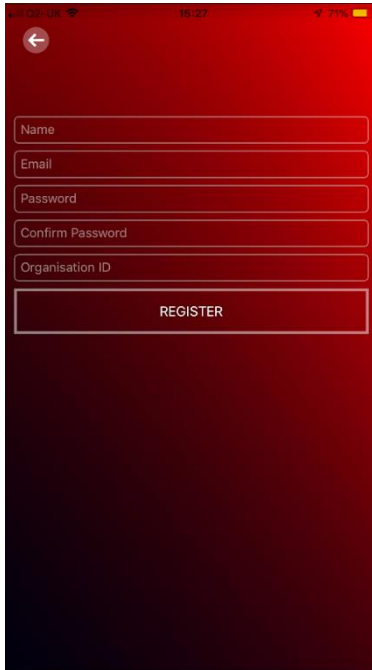
Kapture App

(Located in the App or Google Play Store)



When you load up the app, above is what you'll see.

To register, you'll select 'Register' This will bring you to the following page



You'll have to give the following information

Name – Your name

Email – Your email

Password – What password you'll like (note: has to have 1 capital letter & 1 symbol and has to be 8 letters long)

Confirm Password: re-entre the password to make sure the password is correct.

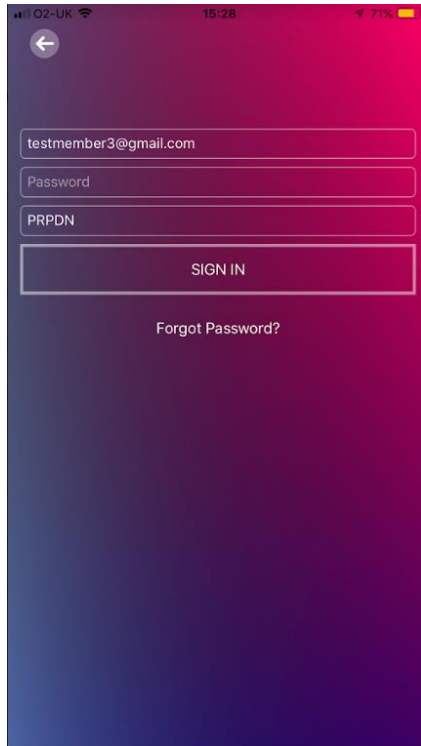
Organisation ID: This code is the Org ID given to you by Kappture

Once this has been done, you'll be sent back to the first page as seen before to log in.

Logging In by Phone



This time you'll select 'Sign In' this time it will take you to a different screen as seen below



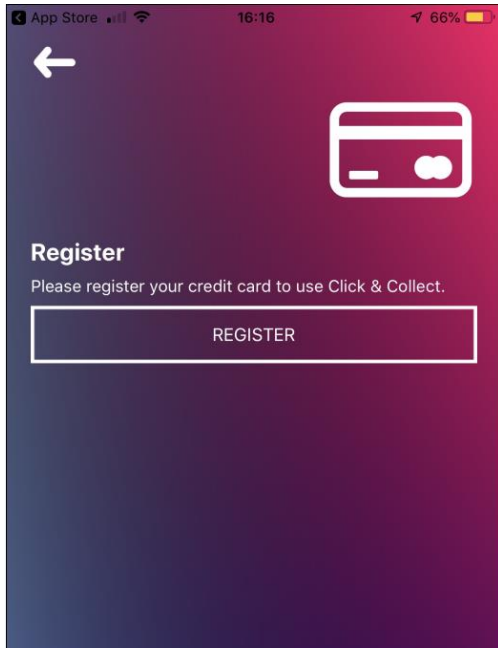
You will need to enter the Email, Password & Organisation ID as used when registering. Then select 'Sign In'



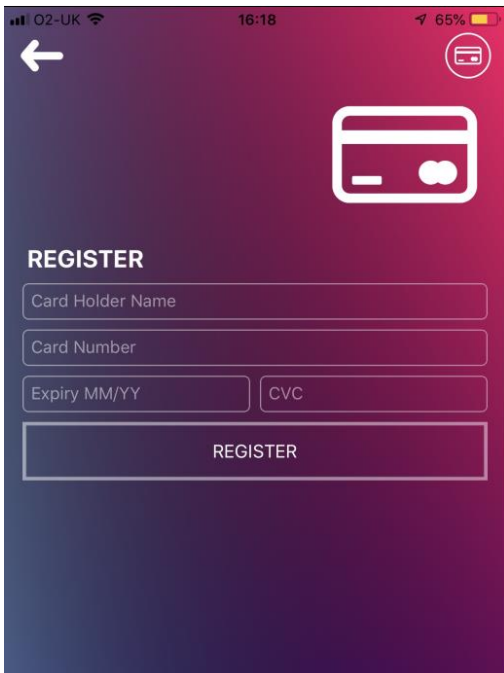
Register Your Card by Phone



Once you are signed into the app you will be asked to register your card



This will lead you onto the following page



You'll then have to enter your card details as instructed, once you have done this then you will have successfully registered your card.

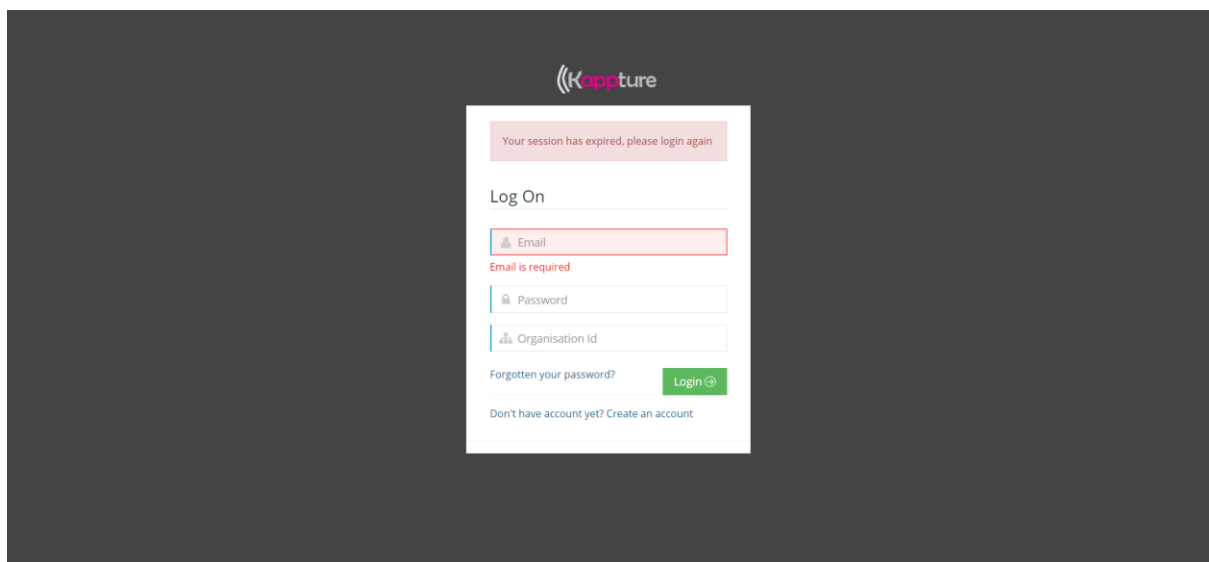
[Type here]

Registering - Laptop

Please use the following URL

<https://admin.kappture.co.uk/basethree/MemberAccount/LogOn?sess=true>

This will allow you to register an account and will look like this



The screenshot displays the Kappture login interface. At the top, the Kappture logo is visible. Below it, a message states: "Your session has expired, please login again". The main section is titled "Log On" and contains three input fields: "Email" (with a red border and the error message "Email is required" below it), "Password", and "Organisation Id". There is a "Forgotten your password?" link and a green "Login" button. At the bottom, there is a link that says "Don't have account yet? Create an account".

You will then need to select 'Don't have account yet? Create an account' this will send you to the register account page as seen below

Kappture

Register

Organisation Id

Name

Email

Password

Confirm Password

Reference

Token Id

I accept the Privacy Notice

I accept the Terms & Conditions

Subscribe to Communications

Back Register

You will then need to enter the following information:

Organisation ID – This will be given to you by the site manager or member of staff.

Name - Your name

Email – The email you wish to use

Password – What password you would like to use (note: has to have 1 capital letter & 1 symbol and has to be 8 letters long)

Confirm Password: re-entre the password to make sure the password is correct.

Reference – Enter if you have been told by a manager or member of staff to entre a reference note: if you haven't been given one, please entre 1 into the open field box.

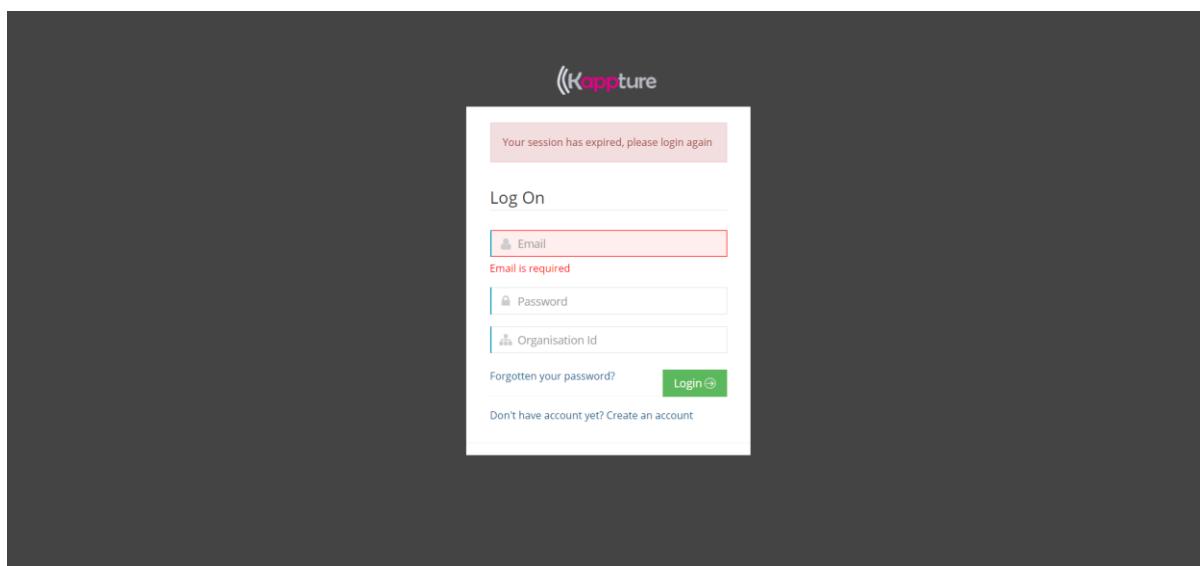
Then you'll need to read & accept the Privacy Notice, Terms & Conditions and Subscribe to Communications.

Logging In by Laptop

Please use the following URL

<https://admin.kapture.co.uk/basethree/MemberAccount/LogOn?sess=true>

This will allow you to access your account and will look like this



The screenshot displays the Kapture login interface. At the top, the Kapture logo is visible. Below it, a message states: "Your session has expired, please login again". The main section is titled "Log On" and contains three input fields: "Email", "Password", and "Organisation Id". The "Email" field has a red border and a message "Email is required" below it. Below the fields are two links: "Forgotten your password?" and "Don't have account yet? Create an account". A green "Login" button is positioned to the right of the "Forgotten your password?" link.

Once on this screen, you'll have to enter the following information

Email – This is the same email you did to sign up

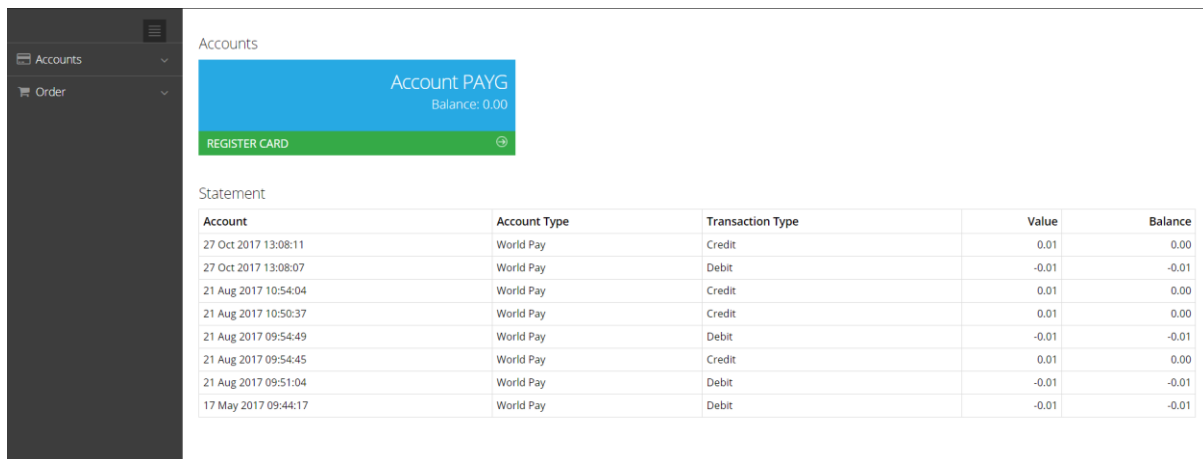
Password – The same password that you used to sign up or was given

Organisation ID – This will have been given to you by the site manager or a member of staff.

Note: If you don't have 1 of the information required please find a member of staff or the manager.

Register Your Card by Laptop

Once you have logged in then you'll be greeted by the following



The screenshot displays a web application interface. On the left is a dark sidebar with 'Accounts' and 'Order' menu items. The main content area is titled 'Accounts' and features a blue header for 'Account PAYG' with a balance of 0.00. Below this is a green 'REGISTER CARD' button with a plus icon. Underneath is a 'Statement' section containing a table of transactions.

Account	Account Type	Transaction Type	Value	Balance
27 Oct 2017 13:08:11	World Pay	Credit	0.01	0.00
27 Oct 2017 13:08:07	World Pay	Debit	-0.01	-0.01
21 Aug 2017 10:54:04	World Pay	Credit	0.01	0.00
21 Aug 2017 10:50:37	World Pay	Credit	0.01	0.00
21 Aug 2017 09:54:49	World Pay	Debit	-0.01	-0.01
21 Aug 2017 09:54:45	World Pay	Credit	0.01	0.00
21 Aug 2017 09:51:04	World Pay	Debit	-0.01	-0.01
17 May 2017 09:44:17	World Pay	Debit	-0.01	-0.01

To register your card then you'll select 'Register Card' this will then open the card details page

A screenshot of a card registration form. The form is white with a dark background. It contains the following fields and elements:

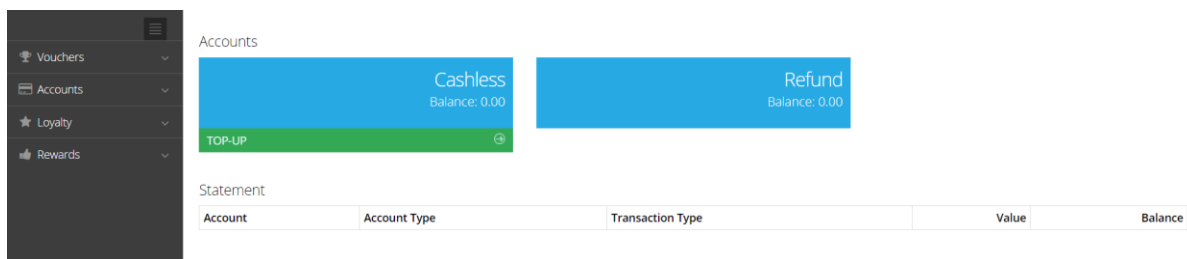
- Name on Card:** A text input field containing "CUSTOMER NAME".
- Card Number:** A text input field containing "1111 2222 3333 4444".
- Expiration:** Two text input fields, the first containing "MM" and the second containing "YYYY", separated by a "/" symbol.
- CVC:** A text input field containing "123" and a circular button with a question mark.
- Logos:** Four logos for payment methods: VISA, Mastercard, American Express, and PayPal.
- SAVE CARD:** A green button with white text.

You'll then have to enter your card details as instructed, once you have done this then you will have successfully registered your card.

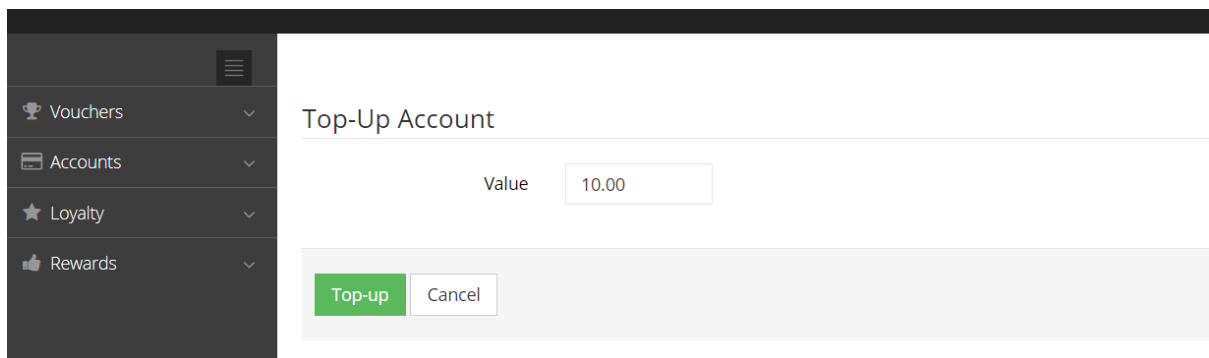
Topping Up

Topping up you will need to use the laptop for security reasons, unless you have been told otherwise by a site manager or staff member.

Once you log in via the laptop and registered your card details. You will see the following page, this is when you select 'Top Up'



Once the 'Top Up' has been select, then the following page will appear



You must select the amount you wish to top up by. Once this has been done then select 'Top Up' and the funds will be taken from your account and placed into your Kappture account.

Once you have topped up, there is an option for the Kappture system to automatically top up for you once your account gets lower than a pre-set value, set by yourself.

Once this threshold is reached then the system atomically takes a pre-set amount out of your account.

Note: This will only happen if your request this by selecting the 'Auto Top Up' Button.