

Manual for charging your Chalmers Konferens & Restaurangers Guest card and Student union card

If you have any questions about this feature please contact us by email at support@chalmerskonferens.se or telephone on +46317723953.

Before you can charge your card for the first time you need to register your card with your name and your email-address at our website. It's possible to charge your card for single occasional or subscribe for periodic charging. The first time you charge your card is always a disposable loading, after that you can connect you to periodic charging.

Credit card details need to be filled in the first time you charge your card. Next time you will charge you only need your CVV2 code which means you can charge your card quickly, easily and securely. If you want to end the periodic charging you can do this at our website by click "Avsluta Periodisk".

When you charge your card at our website all purchases are carried out through a payment switch. We work with NETS Epayment www.nets.se as via an encrypted connection to your bank checks that your creditcard is valid for purchases. You leaving no sensitive data about your creditcard to Chalmers Konferens & Restauranger. NETS ensures safety demands made by the bank compliance. This means that your payment handle safety.

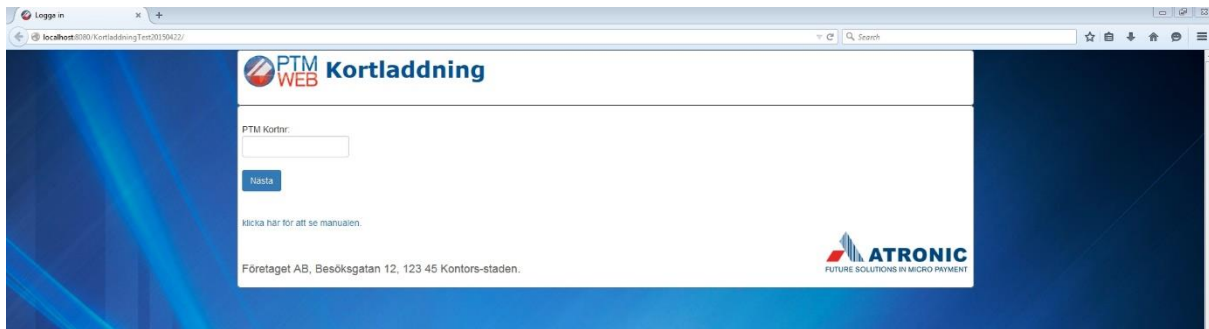
We only accept VISA and MasterCard affiliated to-



Logging in

1. Type in your card number

Blue, black or white **guest cards** type in the **4 or 5-digit** number which is found on the back of the card. **Student Union cards** Type in the **16-digit** number which is found on the card.



The screenshot shows a web browser window with the URL 'localhost:8080/Kortladdning/Test20150422/'. The page title is 'PTM WEB Kortladdning'. The main content area has a white background with a blue border. It features a form with a label 'PTM Kortnr:' and a text input field. Below the input field is a blue button labeled 'Nästa'. Underneath the button, there is a link: 'Klicka här för att se manualen.' At the bottom of the form area, the address 'Företaget AB, Besöksgatan 12, 123 45 Kontors-staden.' is displayed. In the bottom right corner, there is a logo for 'ATRONIC' with the tagline 'FUTURE SOLUTIONS IN MICRO PAYMENT'.

Registration

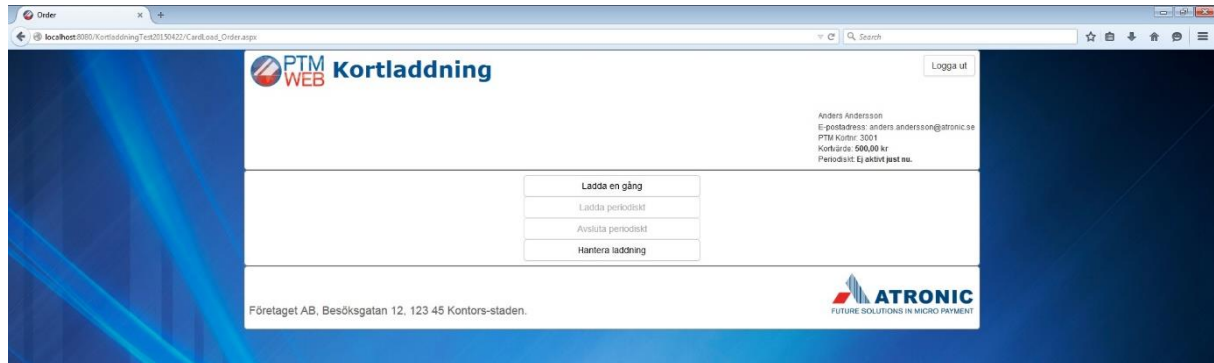
For using the system you need to register your name and your email-address. If the system found unregistered field at login the system send you automatically to the page there you can fill in the required fields. After it occurs login as usual. To the email-address you entered is sent receipt at card charge and information from us. If you do not wish to receive information from us then click the box.



The screenshot shows a web browser window with the URL 'localhost:8080/Kortladdning/Test20150422/Carrollout_Register.aspx'. The page title is 'PTM WEB Kortladdning'. The main content area has a white background with a blue border. It features a form with the title 'Kortregistrering' and the subtitle 'Här registrerar du ditt kort.'. The form contains several fields: 'Namn' (Anders Andersson), 'Emailadress' (anders.andersson@ga), 'Personnummer' (19910628), 'Telefonnr' (0707070707), 'Adress' (Testgatan 1), 'Uppdragsförhållning' (Testuppdraget), 'Företag' (Testföretaget), and 'Avdelning' (Testavdelningen). Below the fields are two buttons: 'Registrera' and 'Avbryt'. At the bottom of the form area, the address 'Företaget AB, Besöksgatan 12, 123 45 Kontors-staden.' is displayed. In the bottom right corner, there is a logo for 'ATRONIC' with the tagline 'FUTURE SOLUTIONS IN MICRO PAYMENT'.

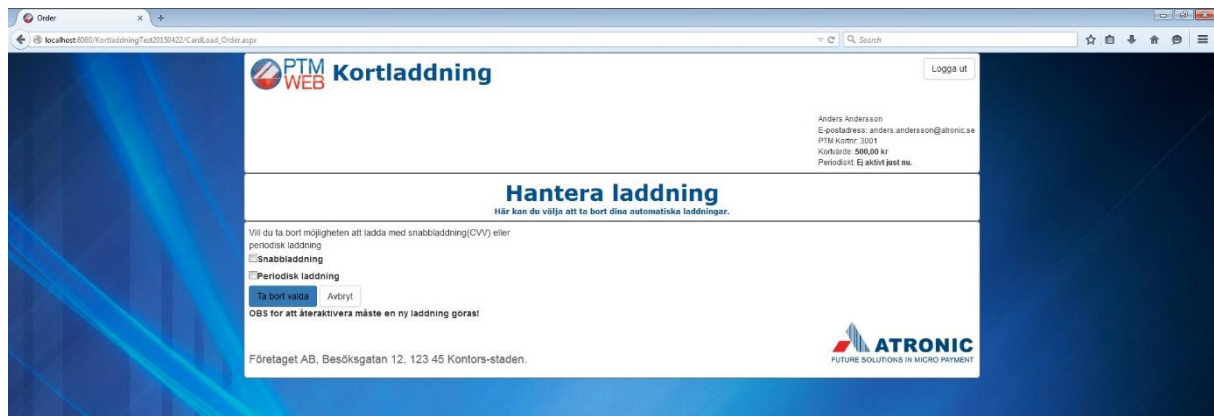
Ordering page

This is the main page where you can choose how you would like to charge your card. You can also see your card balance and how you have chosen to charge your card.



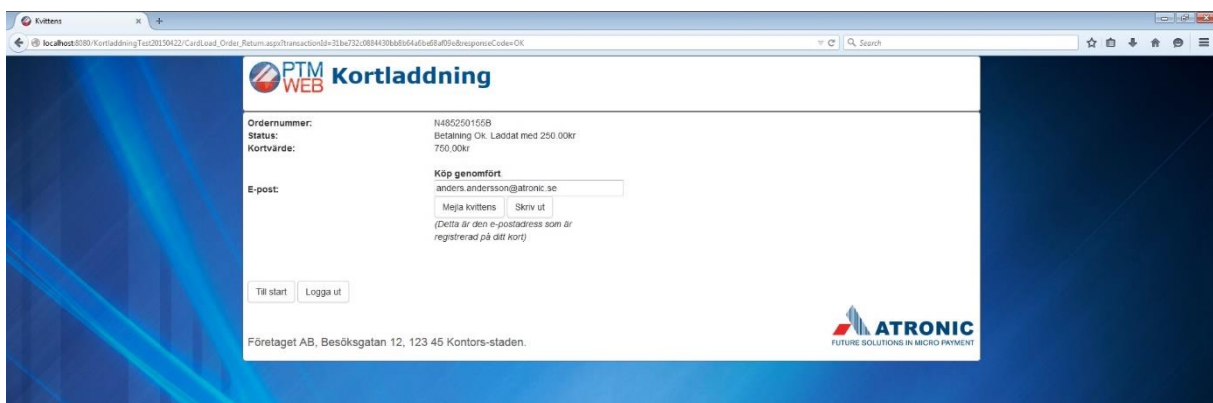
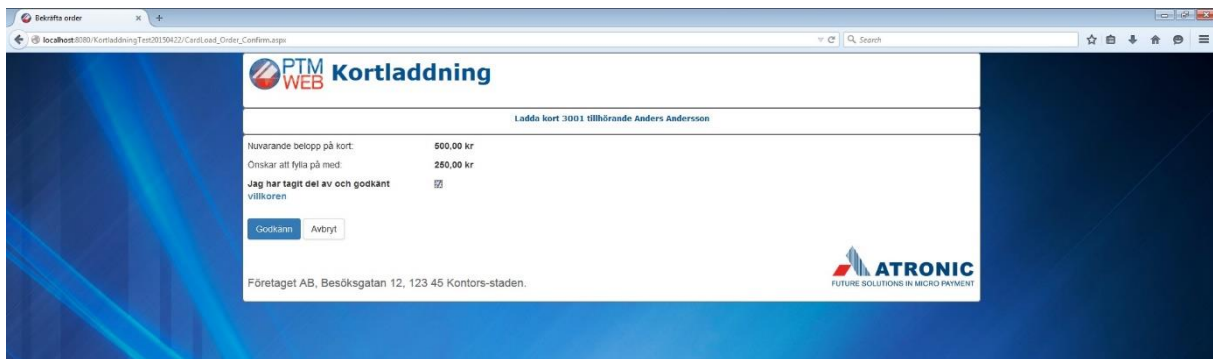
Manage charging

With the feature “Hantera Laddning” there is possibility to remove your account information and end periodic charging. If you do that you need



One off card charging

For one off card charging, click on "Ladda en gång". The picture below appears. Choose the amount you would like to charge (minimum 200 SEK) and enter the CVV2 code of your Debit/credit card. Click on "kvitterings-knappen OK". *If* you would like to change the card you pay with, leave the CCV2-code field empty, so that the page where you need to fill in your charge card details comes up every time you charge your guest card.



Charge periodically

There are 4 different options of automatically charging your card periodically.

1. Mini level. Your card is automatically charged with an amount of your choice (minimum 200 SEK) when you have less than **100 SEK** balance on your card.
2. Your card is always charged on the **first** day of every month with an amount of your choice. (Minimum 200 SEK)
3. Your card is always charged on the **last** day of every month with an amount of your choice. (Minimum 200 SEK)
4. Your card is always charged on a day of **your choice** every month with an amount of your choice. (Minimum 200 SEK)

Please note that you cannot transfer money back to your Credit/debit card from your guest card. If you are unsure of how much you will spend per month, choose the 1st alternative there you charge your card as needed instead of a set amount each month.

You can end a periodical charge whenever you want by clicking on "Avsluta Periodiskt".

In the example that follows a user changes from periodically charging his/her card on the 2nd of every month to alternative 1) card is charged when the balance is less than a 100 SEK

Order

localhost:8080/Kortladdning/Test20150422/Cariload_Order.aspx

PTM WEB Kortladdning

Logga ut

Anders Andersson
E-postadress: anders.andersson@atronic.se
PTM Kortnr. 3001
Kortvärde: 750.00 kr
Periodiskt: Ej aktivat just nu.

Ladda periodiskt

Här kan du välj ett löpiga upp periodiska laddningar

Intervall: När kortvärdet understiger lägsta nivå

Lagsta nivå: 250 kr

Fyll på med: 250 kr

CVV kod: ***

(Förins på baksidan av ditt bankkort. Om du vill byta bankkort till betala med, ange ingen kod här)

Avbryt start av periodiska laddningar

Företaget AB, Besöksgatan 12, 123 45 Kontors-staden.

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Bekräfta order

localhost:8080/Kortladdning/Test20150422/Cariload_Order_Confirm.aspx

PTM WEB Kortladdning

Ladda kort 3001 tillhörande Anders Andersson

Nuvarande belopp på kort: 750.00 kr

Periodiskt: 250 kr (kommer dras när kortvärdet understiger 250 kr)

Jag har tagit del av och godkänt villkoren

Företaget AB, Besöksgatan 12, 123 45 Kontors-staden.

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Kvittens

localhost:8080/Kortladdning/Test20150422/Cariload_Order_Return.aspx?responseCode=OK

PTM WEB Kortladdning

Status: Start av periodisk laddning Ok.
Periodiskt: 250 kr (kommer dras när kortvärdet understiger 250 kr)

E-post: anders.andersson@atronic.se

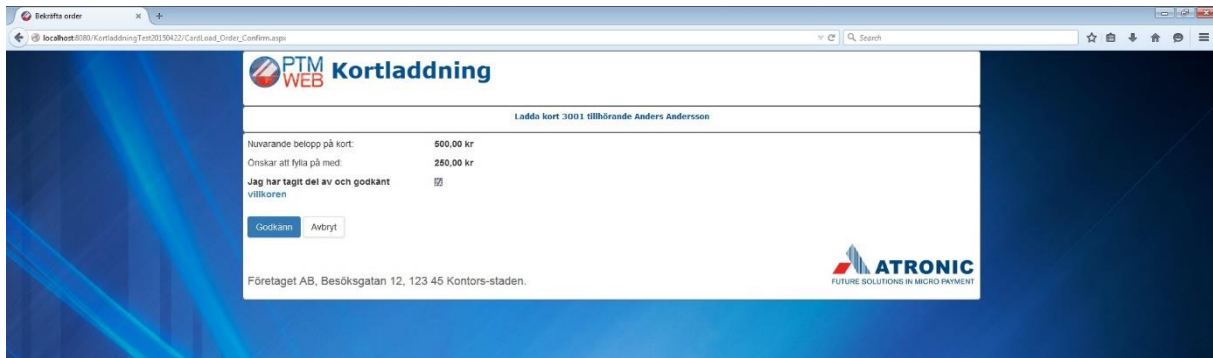
(Detta är den e-postadress som är registrerad på ditt kort)

Företaget AB, Besöksgatan 12, 123 45 Kontors-staden.

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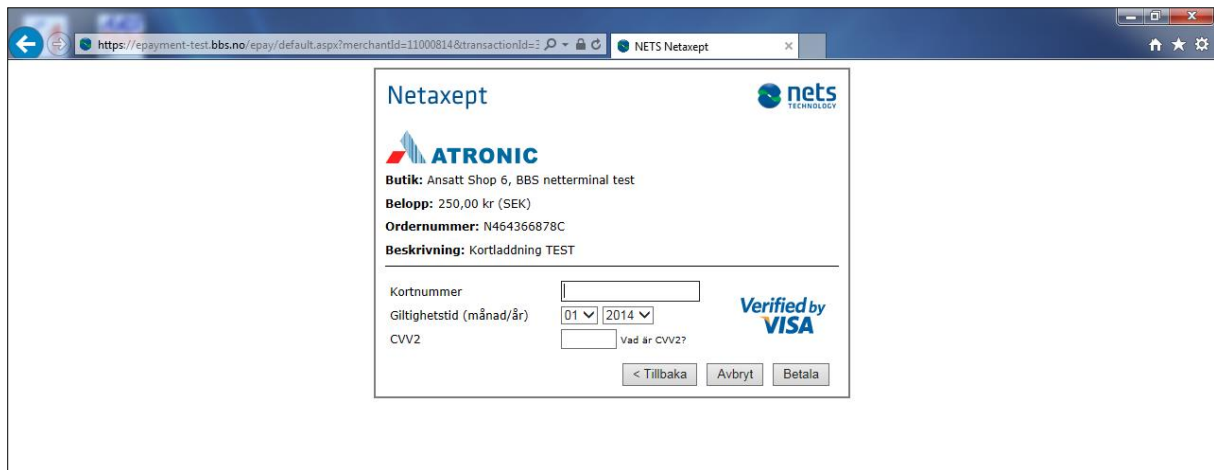
Confirmation page

This is the confirmation page which summarizes your purchase and waits for your answer. Click on the link "User terms" to read through terms and conditions. Check the box when you have read through terms and conditions. Click on "Bekräfta" when you have finished (this button is only active if you have checked the box that you have read the terms and conditions).



Nets Terminal page

You are now on Nets terminal page where you fill in your Credit/debit card details. Step 1 is what kind of card you want to pay with. Step 2 is your cards expiry date and your CV2 code.



Receipt page

After you have paid you will come to the receipt page. You can choose to have a receipt mailed to you or printed out.

