

## 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](mailto: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](http://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-



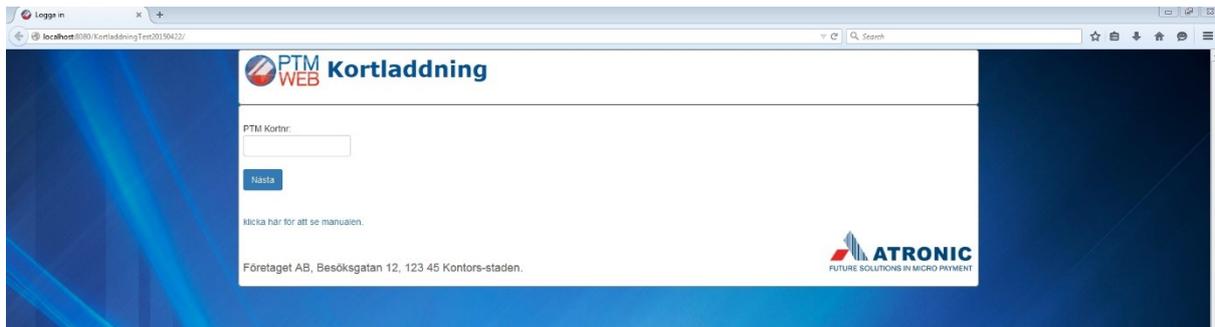
# Chalmers

konferens och restauranger

## 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.



## Password

Enter your email-address and a password will be sent to you. There is a link in the email that will take you back to the registration.

Enter the password and the capture code.

A screenshot of a password reset form. The form is titled 'Kortnummer: [redacted]' and 'Lösenord:'. Below the password field is a CAPTCHA image showing the word 'SPRÅNC' in a stylized font. To the right of the CAPTCHA are two circular icons: a refresh icon and a camera icon. Below the CAPTCHA is a 'Text:' label and an input field. At the bottom of the form is a checkbox labeled 'Kom ihåg mig' and two buttons: 'Logga in' and 'Glömt lösenord'.

By clicking "Kom ihåg mig" the password will be saved on Your phone or computers "cookies" then You don't have to enter the password next time.

To change password enter "Byta lösenord" in the menu after You are logged in.

Ladda en gång
Ladda periodiskt
Avsluta periodiskt
Hantera laddning
<b>Byta lösenord</b>
Kontoutdrag

## 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.

PTM WEB Kortladdning

Logga ut

### Kortregistrering

Här registrerar du ditt kort.

\*Name  
Anders Andersson

Emailaddress  
anders.andersson@ab

\*Personnummer  
10910628

\*Telefonnr  
0707070707

\*Address  
Testgatan 1  
Uppdragsansvarighet  
Testföretaget  
\*Företag  
Testföretaget  
\*Avdelning  
Testavdelningen

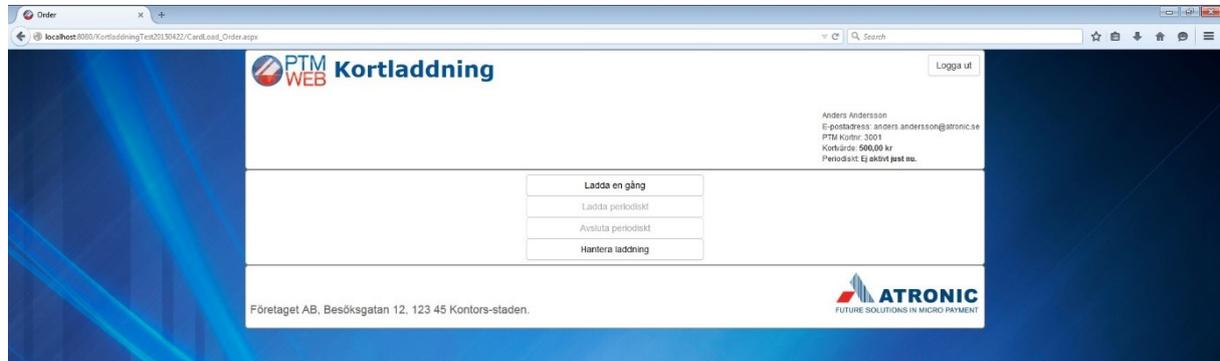
Registrera Avbryt

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

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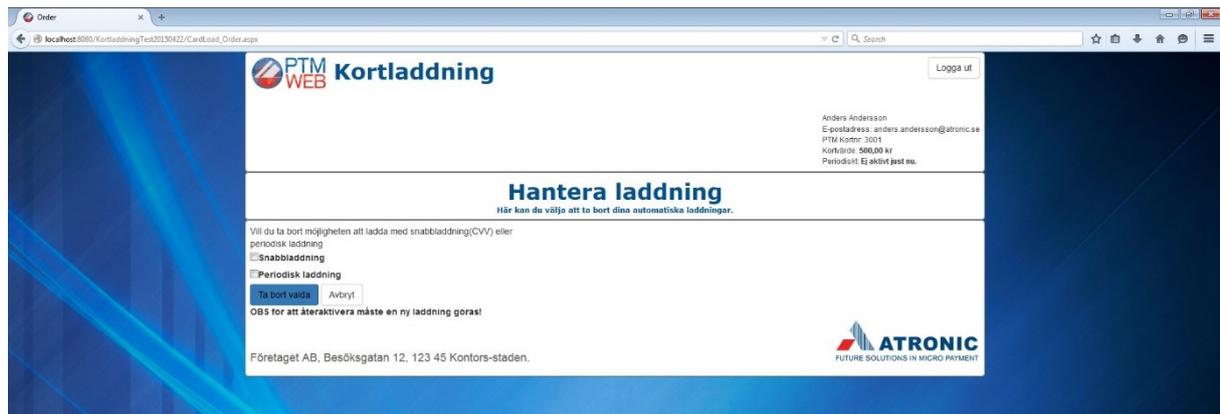
## Ordering page

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.



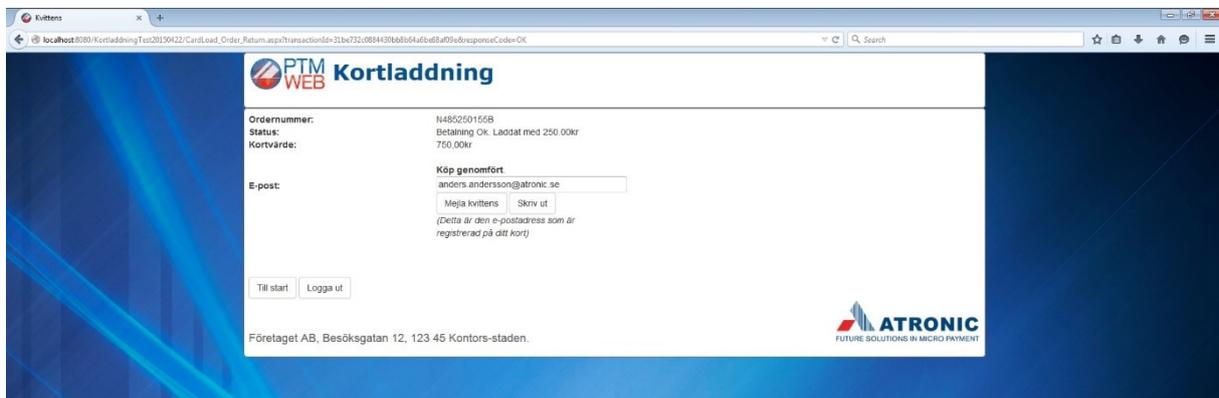
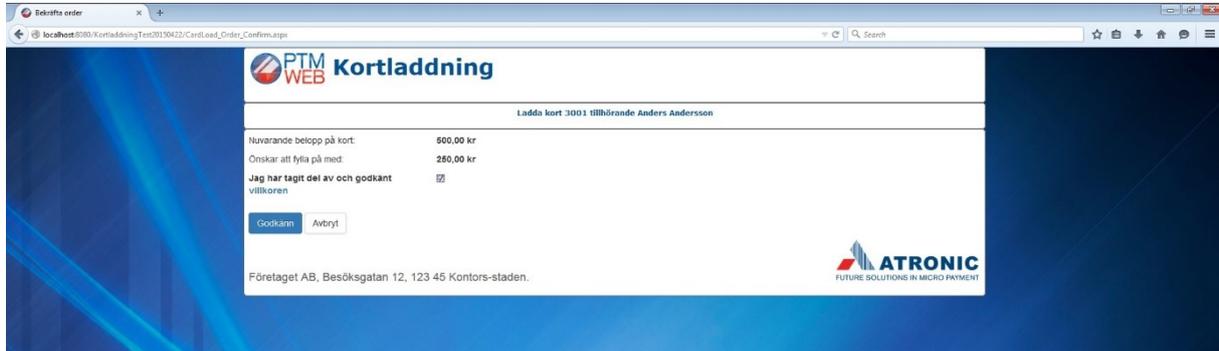
## Manage charging

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".



## New ore different creditcard?

If you would like to change the card you pay with, leave the CCV2-code field empty. Then You will be connected to s Nets paysite and there e you need to fill in your new card details.

## 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".

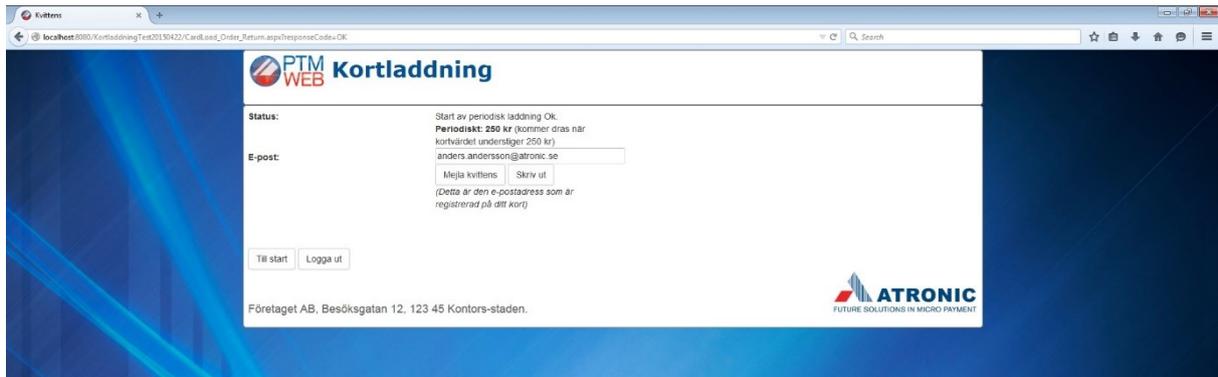
In the example that follows a user changes from periodically charging his/her card on the 2nd of every month to alternative 1) card is charged when the balance is less than a 100 SEK

The screenshot shows the 'Ladda periodiskt' (Load periodically) page on the PTM WEB Kortladdning website. The page title is 'Ladda periodiskt' with the subtitle 'Här kan du välja att lägga upp periodiska laddningar'. The user is logged in as Anders Andersson. The page contains a form with the following fields and options:

- Intervall:** A dropdown menu set to 'När kortvärdet understiger lägsta nivå'.
- Lägsta nivå:** A dropdown menu set to '250 kr'.
- Fyll på med:** A dropdown menu set to '250 kr'.
- CVV kod:** A text input field containing '\*\*\*'.
- Godkänn** and **Avbryt** buttons.
- Avsluta start av periodiska laddningar** link.
- Logga ut** button in the top right.
- ATRONIC** logo and tagline 'FUTURE SOLUTIONS IN MICRO PAYMENT' in the bottom right.
- Company address: Företaget AB, Besöksgatan 12, 123 45 Kontors-staden.

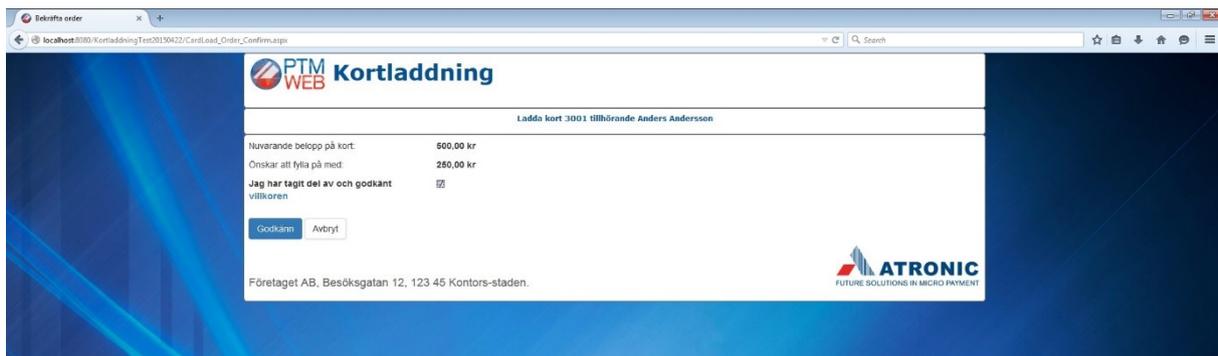
The screenshot shows the 'Bekräfta order' (Confirm order) page on the PTM WEB Kortladdning website. The page title is 'Bekräfta order' with the subtitle 'Ladda kort 3001 tillhörande Anders Andersson'. The user is logged in as Anders Andersson. The page contains a summary of the order and confirmation options:

- Nuvarande belopp på kort:** 750,00 kr
- Periodiskt:** 250 kr (kommer dras när kortvärdet understiger 250 kr)
- Jag har tagit del av och godkantar villkoren** checkbox (checked).
- Godkänn** and **Avbryt** buttons.
- ATRONIC** logo and tagline 'FUTURE SOLUTIONS IN MICRO PAYMENT' in the bottom right.
- Company address: Företaget AB, Besöksgatan 12, 123 45 Kontors-staden.



## 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 CVV2 code.

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**Butik:** Ansatt Shop 6, BBS netterminal test  
**Belopp:** 250,00 kr (SEK)  
**Ordernummer:** N464366878C  
**Beskrivning:** Kortladdning TEST

Kortnummer   
Giltighetstid (månad/år) 01 | 2014  
CVV2  Vad är CVV2?

Verified by VISA

< Tillbaka Avbryt Betala

## 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.

PTM WEB Kortladdning

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

E-post: anders.andersson@atronix.se  
Majja kvittens Skriv ut  
(Detta är den e-postadress som är registrerad på ditt kort)

Till start Logga ut

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

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