

## VOLOPAY – How to Set-up Your New Virtual Card

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**Step 1:** Go to the apple app store or google play store. Download the ‘Volopay’ app and the ‘wallet’ app



**Step 2:** You must receive an email from Volopay, click the link and it will take you to the Volopay (web browser, not the app)

**Step 3:** Follow the prompts and fill in your information. Some of the sections are difficult to fill in (rotating your screen to landscape can help, or just holding your tongue the right way)

Once your account has been created, open the Volo pay App and sign in

**Step 4:** Tap the purple ‘+’ sign to apply for a card, Select the picture of the cloud for a virtual card. Fill in the information required, if unsure wait for card to be allocated.

**What is the card for:** Ameeyk House/ STA costs (example only)

**Card Name:** Your Name

**Amount:** You will be advised

**Frequency:** monthly

**Then** ‘Department’

Wait for approval (Should be within the day)

**Once approved,** open your app again. Down the bottom there are three icons, ‘home’, ‘cards’ and ‘reimbursement’. Go into the card section, swipe across to select your approved card.

Select ‘show card’ – this will have all the information that a regular bank card would have.

Open up the ‘wallet’ app, allow access to payWave, then on the top right hand corner select the ‘+’, then debit or credit card, enter details manually, follow the prompts. It may take a few moments to load properly.

### **To use the card:**

Open the wallet app on your phone,

Select the volopay card

Hold close to the eftpos machine

Keep receipt

Take a photo of the receipt and upload in in the volopay ‘needs your action’ section.

If the receipt is accepted by the app, you can throw away the paper receipt. Sometimes you will need to take multiple photos for it to work.