NZWTA Credit Card Payment Instructions

With your Monthly Statement you will be sent a Hyperlink as follows:

https://sec.paymentexpress.com/pxaccess/pxpay/payform?userid=NZWoolTesting_PayF

(Note: You can also CONTROL and click on this link above to access the payment page.)

Click on this link which will take you to the NZWTA/Windcave PAYFORM payment page. The steps should be fairly self-explanatory but I have enclosed screenshots referring to the individual steps below, on the following pages.

1. AMOUNT - Enter the amount that you are paying (note this is the NZ Dollar Value of your payment as per your invoice or statement.
2. CUSTOMER NAME - Enter your company name.
3. CUSTOMER NUMBER - Enter your 4 digit customer number if you know it. This is found on your invoices and also on the Monthly Statement in the Remittance Advice section on the bottom (mid page). If you do not have this just enter 8888.
4. EMAIL - Enter your email address here.
5. NZ WOOL TEST AUTH - If you are paying a single invoice you can enter the invoice number here, or say the balance of the January Monthly Statement, enter Jan here.
6. Click in the square that you are not a robot. Wait for the tick to appear in the ReCAPTCHA box.
7. Click CONTINUE. This will take you to the Credit Card Details page.
8. CARD NUMBER – Enter your credit card number here. You do not need to put in any spaces.
9. NAME ON CARD – Enter the Name as it appears on your credit card.
10. EXPIRY DATE – Enter the expiry date from your credit card.
11. CVC – Enter the CVC code from the reverse of your credit card (i.e. the 3 digit code from the end of your signature panel).
12. SUBMIT – press the SUBMIT button.

The transaction will now be complete. You will see a Checkout - Payment Approved Screen with details of the payment, and a similar Receipt will be emailed to you.

NOTE - a credit card transaction fee of 2.7% will be automatically added in the Credit Card Details page, which will be labelled as a "Convenience Fee".

You do need to enter something into each field on these forms. If you do not have full details with you, then as long as we have your name we should be able to work out what the payments are for.

If you need further help please contact:

Email: tom.ryan@nzwta.co.nz

Ph: +64274 988031

Payform

Amount:* ① NZD $ [123] . [00]

Customer Name:* ② [Your Company Name]

Customer Number:* ③ [5043 - Your NZWTA Cust No.]

Email:* ④ [your email]

NZ Wool Test Auth:* ⑤ [Invoice or Statement Ref]

⑥ ☐ I'm not a robot   reCAPTCHA
Privacy - Terms

⑦ [Continue]

Windcave

VISA   mastercard.

Privacy Policy

Payment Checkout

Amount: $123.00 (NZD)

Credit Card Payment

Please Note, payment with this method will incur a convenience fee as follows:

Convenience Fee: $3.32 (NZD)
Total Amount: $126.32 (NZD)

Card Number:* (8)

Name On Card:* (9)

Expiry Date:* (10) 02 ⌄ 20 ⌄

CVC:* (11) What is this?

(12) Submit

Windcave

NZWTA

Payment Checkout

Amount:	**$1.00 (NZD)**

Transaction Approved

Amount:	**$1.00 (NZD)**
Convenience Fee:	**$0.03 (NZD)**
Total Amount:	**$1.03 (NZD)**
Card:	499914......2512
Card Type:	Visa
Card Holder:	G RYAN
Transaction Date:	13/02/2020 9:59:20 AM
Transaction Type:	Purchase
Auth Code:	217342
Reference:	0000000b62a863cd