Hello valued guest,



Before you make any deposit, we advise that you phone your **Bank** first to let them know that you will be making a *FOREX* (Foreign Exchange) payment online.

This is not always necessary but we have experienced that some banks in some countries often require pre-notification before a transaction, for e.g. the United States.

<u>Step 1:</u>

Log onto our **Payment - Terms and Conditions** page on our website: <u>https://www.natureslight.co.za/payment---ts--cs.html</u>

Please read through our T's and C's...

Step 2.1:

Click on the Pay Online Now button...

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Payment - Terms and Conditions

You can pay online for your reservation either by Electronic Funds Transfer (EFT), or with your credit or debit card through our partner Exchange4Free.

Exchange4Free gives you a great exchange rate and there are no international bank charges. Payments made with a credit card through Exchange4Free are subject to a 2.5% surcharge.

<u>Please be advised</u>: Credit Card Payments from certain Countries usually require pre-authorisation from your **Bank**, so please contact them before you make your deposit/payment to avoid any inconvenience and to save yourself time.

To make a payment, please click the 'Pay Online Now' button beneath and follow the instructions to get to our secure online payment gateway.

If you have any queries, please don't hesitate to contact us at: info@natureslight.co.za



As per our Terms and Conditions we require a deposit of 30% of the invoice amount, to be paid a week after



Step 2.2:

Once you have clicked on the **Pay Online Now** button, you will be redirected to <u>this</u> page on the **exchange4free** website.



<u>Step 3:</u>

Book A Payment (See image above)

*Country Paying From: Enter the Country you are paying from.

*<u>Payer type:</u> Will be for One individual.

*First Name: Enter your First name, Last name and Passport/I.D. Number as prompted.

*Payment Method: Will be a Credit Card payment.

*<u>Payment Reason:</u> is Paying Funds to E4F Wallet (This means you will be transferring money to **Nature's Light**).

*Invoice Currency: Pick the Currency you will be paying WITH.

*<u>Invoice Amount:</u> Type in the **AMOUNT** you wish to pay (please remember to <u>add</u> any *Transfer Fees*).

*Click on the green

GET QUOTE

Button, and move on to **Step 4** (Payer Details).

<u>Step 4:</u>

Payer Details (See image above)

*<u>Payment Reference Type:</u> This will be your **Booking Reference**.

*Payment Reference: Use the name of the Workshop Tour you will be attending.

*Email Address: Enter Your Email Address.

*<u>Country:</u> The country you are **From**.

*State: Enter the State if applicable.

*<u>Mobile Number:</u> Enter **Your** mobile/cellphone number.

*<u>City:</u> Enter **Your** City's name.

*<u>Street Address:</u> Enter **Your** street/postal address.

*Zip Code: Enter Your zip/postal code.

<u>Step 5:</u>

Confirm and Pay (See image below)

*Please read through and **TICK** the 3 Terms and Conditions of exchange4free.

*Click on the green **PAY NOW** Button, and you will be **redirected** to a new page.

...See Step 6 (Credit Card Details).



<u>Step 6:</u>

Credit Card Details (See image below)

*webservices.exchange4free.com

*Card Number: Enter Your Credit Card number.

*Valid Till: Enter the Expiry Date on your Credit Card.

*<u>CVV:</u> Enter the **Last 3 Digits** on the back of your Credit Card.

*You may choose to have the website remember your card for further trips.

*Click on the orange PAY (Currency amount) Button, and you will be **redirected** to a new page...

...See Step 7 (Payment Verification).



<u>Step 7:</u>

Payment Verification (See image below)

*You will be prompted to enter in your **Billing Address**. This needs to be correct and as **per your Card's** billing address <u>or the payment will fail.</u>

*Thereafter, click on the orange PAY (Currency amount) Button again and once successful,

you will be redirected to...See Step 8: (Payment Booking Completed).



*See Step 8 below...

<u>Step 8:</u>

Payment Booking Completed (See image below)



*You will receive an **email** saying your payment was successful.

*Clients paying via Credit Card from anywhere else (Europe, UK, etc), will go through a different Credit Card Payments page and it will be <u>slightly</u> different to the above screenshots.

(*Depending on your Bank, you should receive some form of payment verification, either via a mobile/cellphone message, or an email, or some type of communication from your bank)

>Credit Card Payments From the USA – These are processed via Flutterwave.

>Credit Card Payments From all other countries besides the USA – These are processed via **Secure trading**.

*Please feel free to contact us on <u>info@natureslight.co.za</u> at any time should you have any questions or queries. We look forward to welcoming you on one our workshops!