

# How to register your card, make a payment & update your card details safely & securely for Automatic Top Up

## Registering a card

Step 1: Select 'Make a Payment Online' on the menu

Step 2: Tick the Pre-paid box

Step 3: Select a defined amount to top up by every time your account reaches €12.00

Step 4: Press the 'Submit' button at the bottom of the screen

\*Please ensure you have enough funds in your account or credit card to top up or your bins may not be collected. If you are having issues paying please contact us to discuss payment options on 1890 929 333

The screenshot shows the Greyhound website's account summary page. The navigation menu includes 'Account Details', 'Personal Details', 'Make a Payment Online' (highlighted with a green box), 'Update Card Details', 'Contact Us', 'Terms of Use', and 'Site Map'. The left sidebar contains 'Account Summary', 'Payment History', 'Charges', and 'Bin Collection History'. The main content area displays account details: Service Type, Service Period, End of Service Period, Customer Balance (€23.50), and a list of bins (240L Black bin, 140L Black Bin, 140L Brown Bin, 240L Black bin, 1100L Green bin, 240L Black bin, 140L Green bin). A footer note provides contact information for incorrect information.

AMCS 1.12.0.70 Copyright (c) 2011-2012 AMCS Group. All rights reserved.

The screenshot shows the 'Make a Payment Online' page on the Greyhound website. The navigation menu is the same as in the previous screenshot. The page title is 'MAKE A PAYMENT ONLINE'. The 'Make a Payment Online' section shows the Customer Balance (€23.50) and a 'Required Top Up Amount' input field. Below this is a note about contacting customer care. The 'Automatic Top Up' section includes a tick box for 'Pre-paid' (checked and highlighted with a green box) and a 'Pre-paid Top-Up Amount' dropdown menu. At the bottom, there are 'Submit' and 'Cancel' buttons, with the 'Submit' button highlighted with a green box.

## Step 5:

Press the 'Confirm' button at the bottom of the screen

\*If you wish to adjust the amount you want to top up by every time your account reaches €12.00 then please press the back button.

Welcome TEST TEST  
(Account Number: 6931600)  
[\[ Log Out \]](#)

Account Details Personal Details **Make a Payment Online** Update Card Details Contact Us Terms of Use Site Map

### MAKE A PAYMENT ONLINE

#### Automatic Top Up

You are about to opt in to the Automatic Top Up Service.

If you confirm, you will be presented with a payment page and an initial payment will be requested immediately from your payment card. This payment card will then be used for all subsequent payments when your account falls lower than the minimum balance.

The value of the initial payment (shown below) is the lowest multiple of the selected top-up amount which will bring your account balance above the minimum. If your account is in credit and above the required minimum balance then initial payment will be the selected top-up amount.

When your balance falls below the minimum balance, a top-up payment will be processed for the minimum multiple of the selected top-up amount that will take your balance to at least the minimum balance.

It will be possible to opt out of the Automatic Top Up Service at a later time.

Pre-paid  Opted in  
Pre-paid Top-Up Amount

Press Confirm to continue or Back to return to the previous page.

Step 6: Fill in your desired card details below and select 'Pay Now'

Greyhound

Card Type:

Card Number:

Security Code:  [\(About security code\)](#)

Expiry Date:  /

Cardholder Name:

Securely Processed by

Elavon realox payments

AMCS 1.8.0.69. Copyright (c) 2011-2012 AMCS Group. All rights reserved.

## Final Screen



Welcome TEST TEST  
(Account Number: 6931600)!  
[\[ Log Out \]](#)

Account Details

Personal Details

Make a Payment Online

Update Card Details

Contact Us

Terms of Use

Site Map

### Payment Result

Payment transaction successful.

Thank you!

Required Top Up Amount: €20.00

VAT has been charged at : 0%

Payment reference: 6931600\_20140120144227

Greyhound

Print

**Congratulations! You have now securely saved your card details with Greyhound Household. You can now easily update them anytime you change your bank/card details or your card is lost or stolen.**

## To change the card or update details on your account

### Step

1: Select 'Update Card Details' from the top menu  
(marked in yellow)

Step 2: Select 'Change or Add Card Details' from the left hand  
menu

(marked in blue)

Step 3: Press the 'Add New Payment Card' button  
(marked in purple)

---

Welcome TEST TEST  
(Account Number: 6931600)  
[\[Log Out\]](#)

Account Details | Personal Details | Make a Payment Online | **Update Card Details** | Contact Us | Terms of Use | Site Map

**Change or Add Card Details**  
Update Expiry Date  
Delete Existing Card

**Change or Add Card Details**

Adding or changing a card will remove the old card details that you have registered for your Automatic Top Up. While the new card is being approved 10c will be reserved until the card is verified.

**Update Expiry Date**

The cardholder name and expiry date can be updated on an existing card that is registered for Automatic Top Up.

**Delete Existing Card**

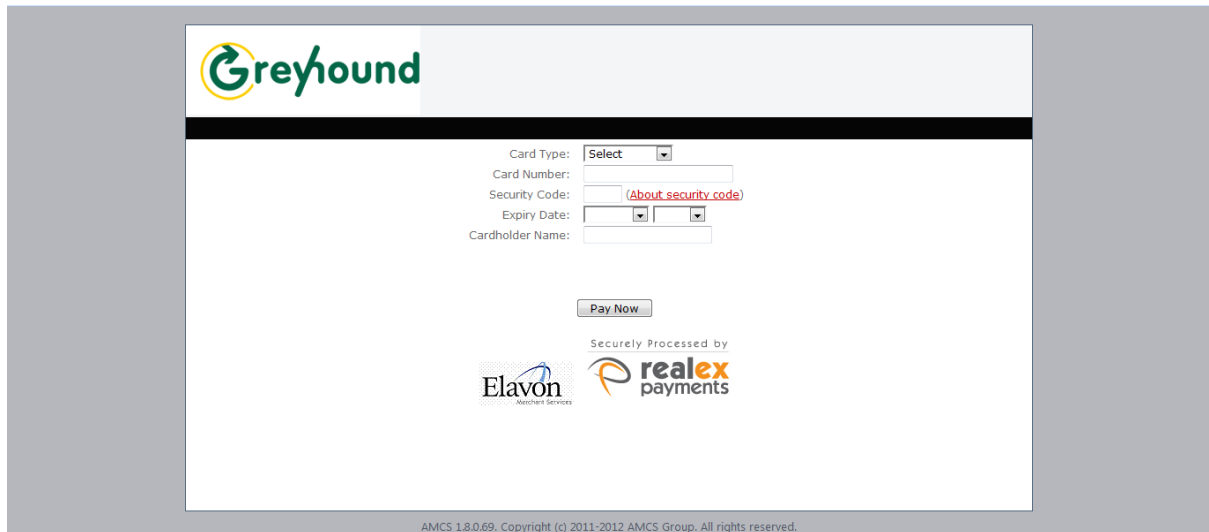
Deleting an existing card will remove the registered card from our Automatic Top Up system.

AMCS 1.12.0.70. Copyright (c) 2011-2012 AMCS Group. All rights reserved.

---

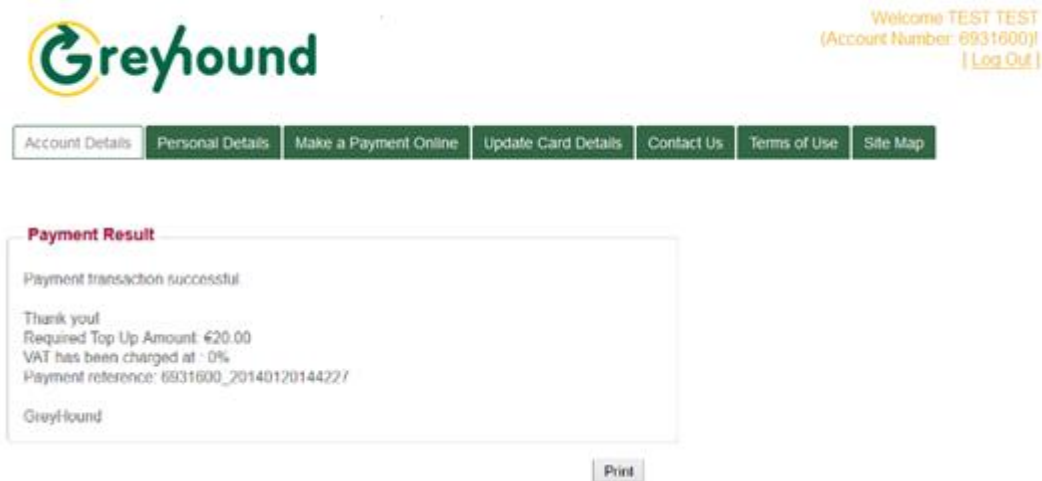
Step 4: Press the 'Confirm' button

**Step 5: Fill in your new card details including the security code and expiry date below and press the 'Pay Now' button**



The screenshot shows the Greyhound payment interface. At the top left is the Greyhound logo. Below it, there is a form with the following fields: Card Type (a dropdown menu with 'Select' as the current value), Card Number (a text input field), Security Code (a text input field with a red link '(About security code)' next to it), Expiry Date (two dropdown menus for month and year), and Cardholder Name (a text input field). Below the form is a 'Pay Now' button. Underneath the button, it says 'Securely Processed by' followed by the logos for Elavon and reallex payments. At the bottom of the page, there is a small copyright notice: 'AMCS 1.8.0.69. Copyright (c) 2011-2012 AMCS Group. All rights reserved.'

**Step 6: Click 'Important, Please click here to confirm' link Final screen below;**



The screenshot shows the Greyhound payment result screen. At the top left is the Greyhound logo. At the top right, it says 'Welcome TEST TEST (Account Number: 6931600)' with a 'Log Out' link. Below this is a navigation bar with the following links: Account Details, Personal Details, Make a Payment Online, Update Card Details, Contact Us, Terms of Use, and Site Map. The main content area is titled 'Payment Result' and contains the following text: 'Payment transaction successful', 'Thank you!', 'Required Top Up Amount: €20.00', 'VAT has been charged at: 0%', and 'Payment reference: 6931600\_20140120144227'. At the bottom left of the main content area is the Greyhound logo. At the bottom right is a 'Print' button.

## To update an expiry date on your card

Step 1: Select Update card details from the top menu

Step 2: Select Update Expiry date from the left menu

Step 3: Fill in your details

Step 4: Press the 'Update Card Details' button

---

Welcome TEST TEST  
(Account Number: 6931600)  
[\[Log Out\]](#)

Account Details | Personal Details | Make a Payment Online | **Update Card Details** | Contact Us | Terms of Use | Site Map

Change or Add Card Details  
**Update Expiry Date**  
Delete Existing Card

**Change or Add Card Details**

Adding or changing a card will remove the old card details that you have registered for your Automatic Top Up. While the new card is being approved 10c will be reserved until the card is verified.

**Update Expiry Date**

The cardholder name and expiry date can be updated on an existing card that is registered for Automatic Top Up.

**Delete Existing Card**

Deleting an existing card will remove the registered card from our Automatic Top Up system.

---

AMCS 1.12.0.70. Copyright (c) 2011-2012 AMCS Group. All rights reserved.

**Should you have any difficulty at all please  
contact our customer care team on  
1890 98 99 98.**