

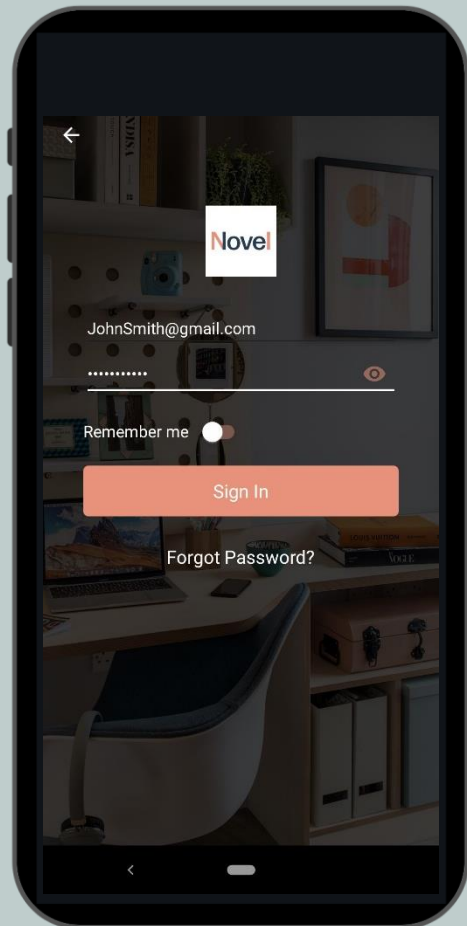


Adding a Payment Account in the Novel App

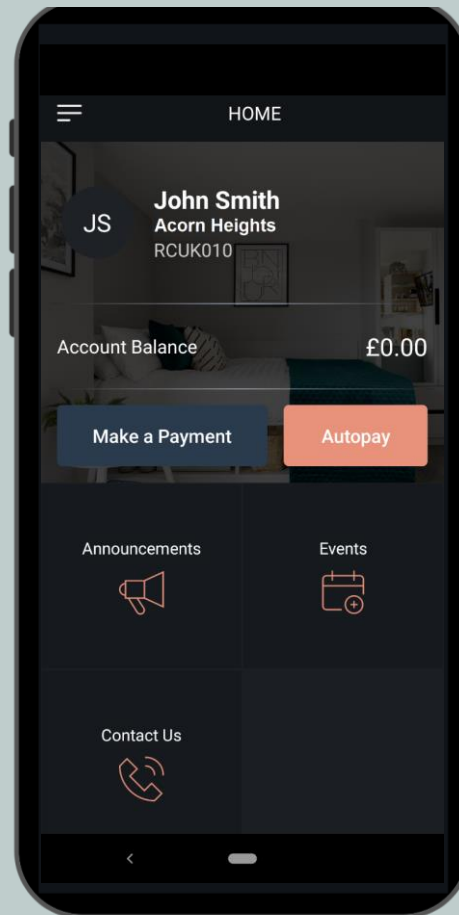
Download the Novel Home app now
using the links below



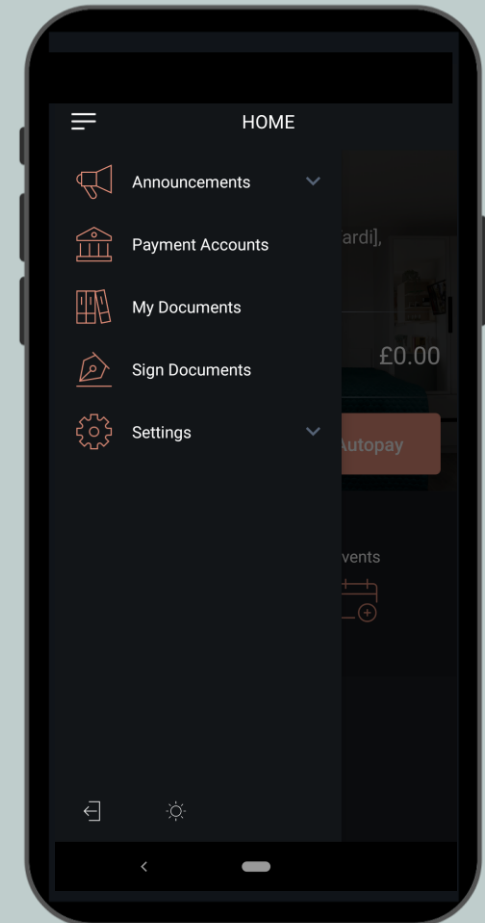
1. Enter your email address and the password you set when making your booking



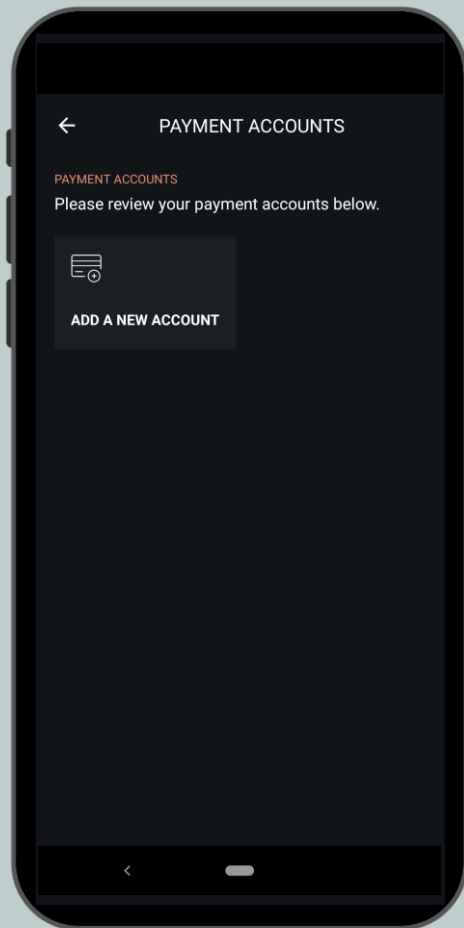
2. Click on the menu icon at the top left of the app



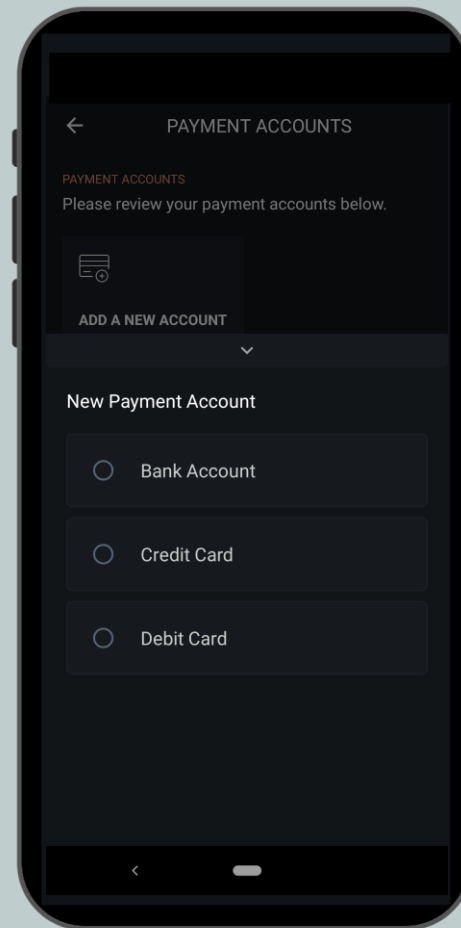
3. Select Payment Accounts from the list of options



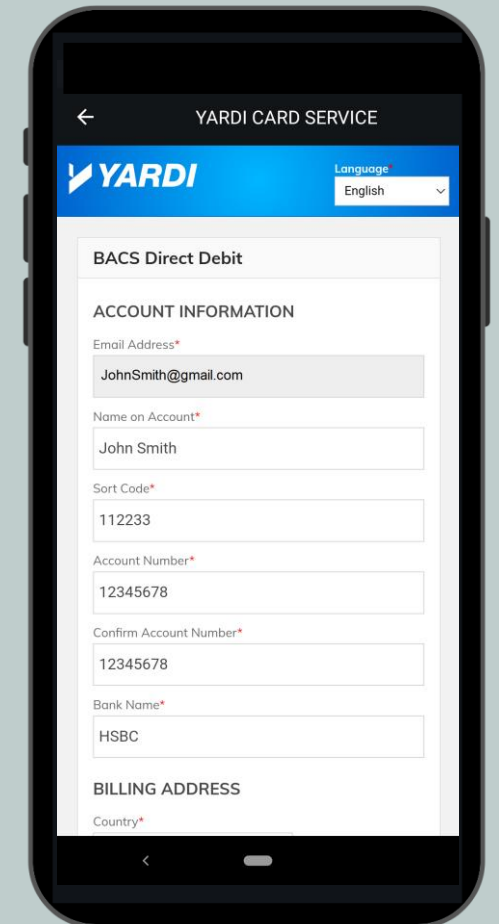
4. Select 'Add a New Account'



5. Select 'Bank Account' from the list of options



6. Enter your bank account details



7. Enter your billing address

YARDI CARD SERVICE

Sort Code*
112233

Account Number*
12345678

Confirm Account Number*
12345678

Bank Name*
HSBC

BILLING ADDRESS

Country*
United Kingdom

Address Line 1*
1 High Street

Address Line 2
Marylebone

City*
London

Postal Code*
NW1 123

8. Agree to the payment terms and conditions and select 'Continue to setup confirmation'

YARDI CARD SERVICE

1 High Street

Address Line 2
Marylebone

City*
London

Postal Code*
NW1 123

I understand that "Coppergate" has partnered with Stripe, who collects Direct Debits on behalf of "Coppergate" and confirm that I am the account holder and the only person required to authorize debits from this account. By providing your bank account, I authorize "Coppergate" to send instructions to my bank to debit my account in accordance with those instructions.

Fields marked with (*) are required.

Cancel

Continue to setup confirmation

Your payment is protected by the [Direct Debit Guarantee](#)

9. Review the information entered and select 'Setup direct debit'

Please note at this stage you are not setting up recurring payments

YARDI CARD SERVICE

YARDI Language English

Confirm your direct debit details [Modify](#)

Email Address
JohnSmith@gmail.com

Name on Account
John Smith

Sort Code
112233

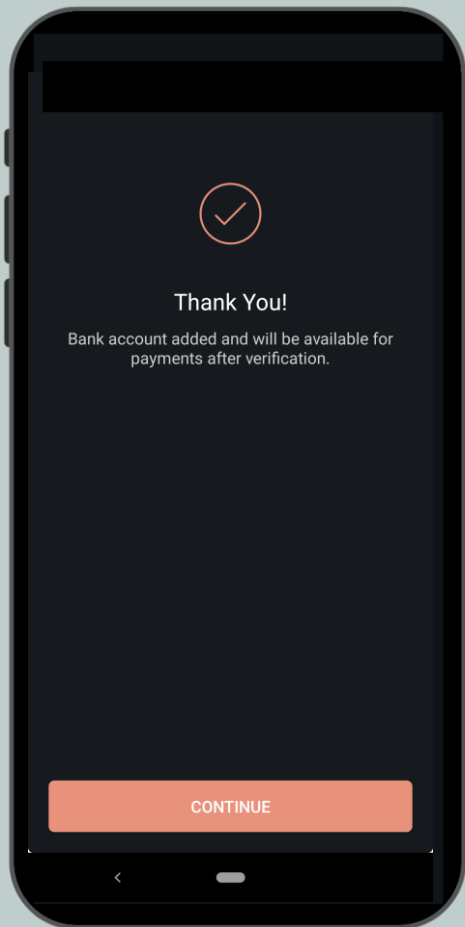
Account Number
12345678

You will receive two days advance notice of any amount to be debited under this instruction. Payments will be show as 'Coppergate' on your bank statement. After you complete the setup, an email confirmation will be sent to JohnSmith@gmail.com within 3 business days.

Setup direct debit

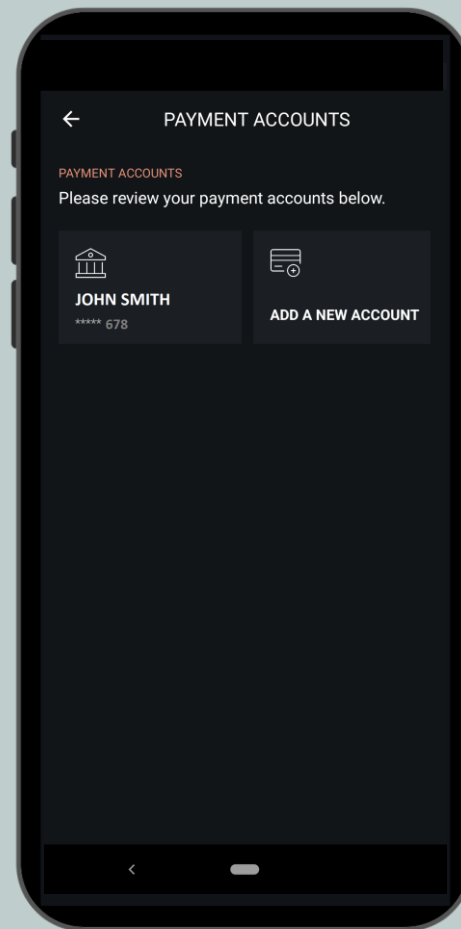
Your payment is protected by the [Direct Debit Guarantee](#)

10. Your bank account details will be sent to your Bank for verification. This can take up to 10 days

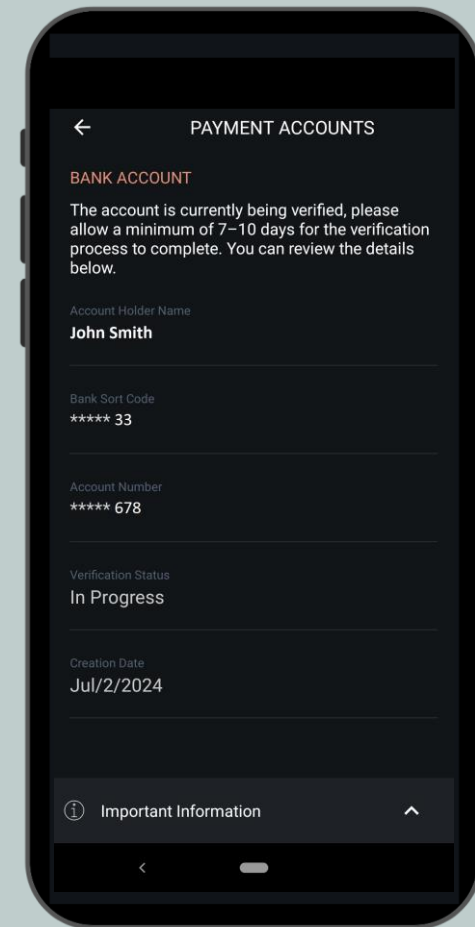


11. Your account will now be visible in the Payment Accounts section

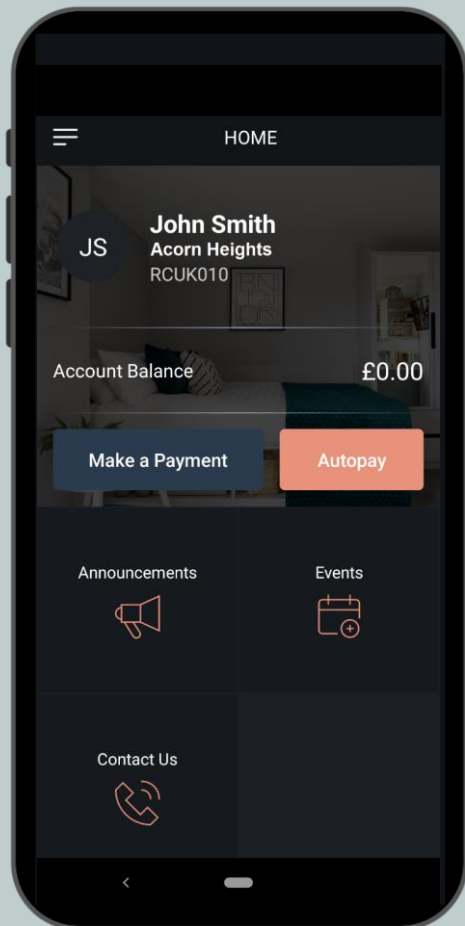
Please note you will not be able to make a payment until the account is verified



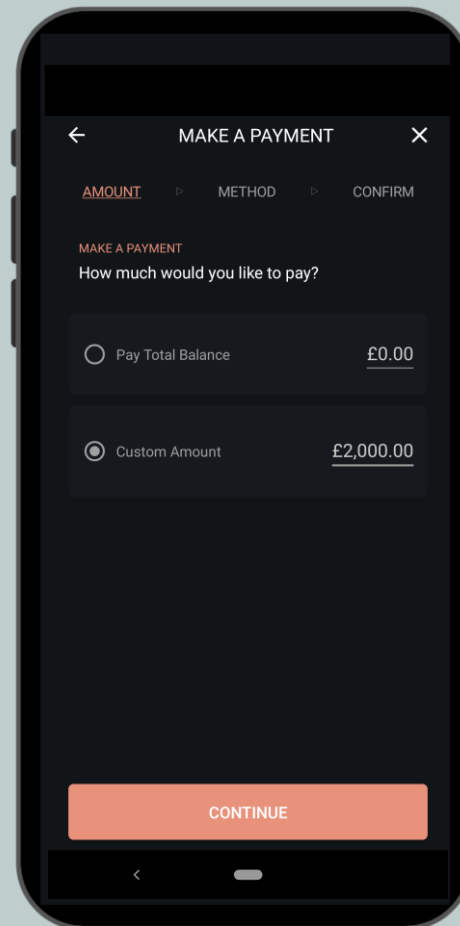
12. You can review the verification status at any time in the app. You will also be notified by email once your account is verified



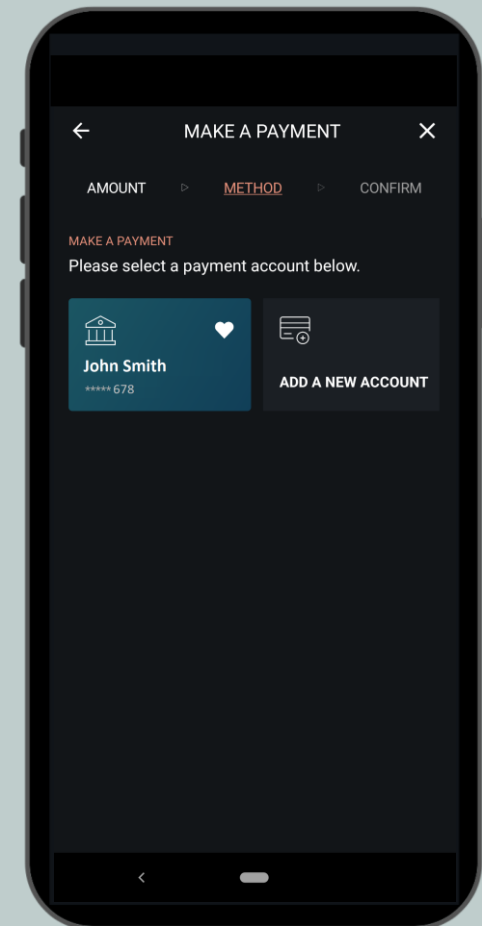
13. Once your bank account has been verified you will be able to make one-time payments by selecting 'Make a payment' on the home screen



14. Enter the amount to pay. If you do not have any outstanding charges you can make a pre-payment by selecting Custom Amount



15. Select your payment account



16. Review and confirm the payment details. Select 'Pay' to complete the payment

