



Conferma Pay User Guide

A DIFFERENT CLASS
OF BUSINESS TRAVEL

What is Conferma Pay?

Conferma Pay is a virtual card payment solution which is used to pay for hotels. A single card is deployed for each individual transaction, creating a controlled and secure connection between business and suppliers.

As your company's travel policy is for Business First to cover the cost of your hotels, you will need to download the Conferma Pay App.

The Conferma app will enable you to present the virtual payment card to the hotel, upon request, along with any further booking details (booking restrictions, room details etc).

How do I know what my virtual card covers? Our travel confirmations display what your virtual card covers, as per your company travel policy.

Remarks

Hotel	Prepaid - Bed & Breakfast
Hotel	Payment can be viewed in the Conferma Pay app

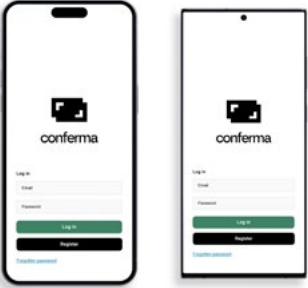
*All hotels booked on 360 Go will be paid for using a virtual card.
Hotels booked by the offline team may not always be booked using a virtual card, therefore not visible on the Conferma Pay app.*




How to download the Conferma Pay App

When registering with Conferma Pay please use your email address that is registered with Business First.


1



Download the Conferma Pay App
Download Conferma Pay from your phone's app store.




2



Register for Conferma Pay
Visit app.confermapay.com/ and fill in the account registration form.


It is recommended to use your company email address, if you use a personal email address, you will only access trips that have been automatically linked.

4




Conferma Pay Sign-in
Enter your username and password you setup on the website into the app.

3



Verify your account
Check your email inbox and click the verification link sent to you
Once the link has loaded, enter your password created in step 2, choose a security question, then click complete registration

5



Select 5-digit PIN code
This PIN will be used for ALL future logins.

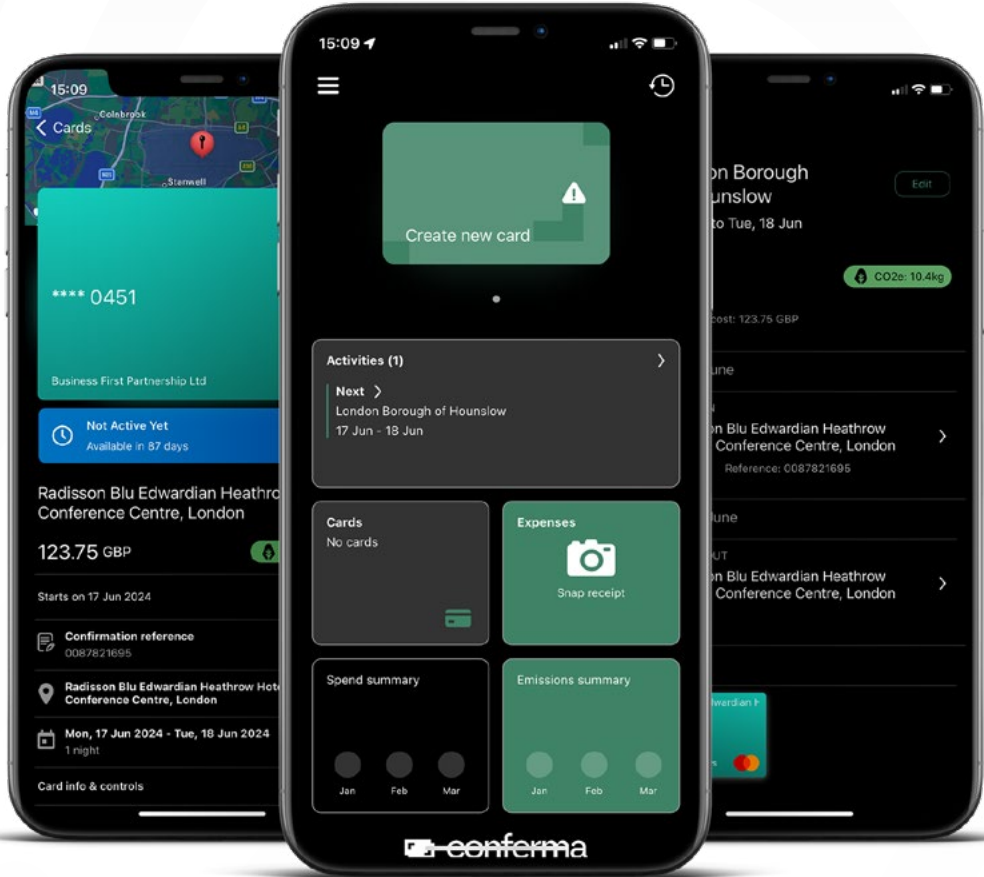
CONGRATULATIONS ON REGISTERING & SIGNING INTO CONFERMA PAY



What the card looks like in the App

You can view your card details in the app along with the confirmation details and payment restrictions.

Once the card is active the full card details will be visible and only the nominated hotel is able to charge that card.





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www.bfp.travel