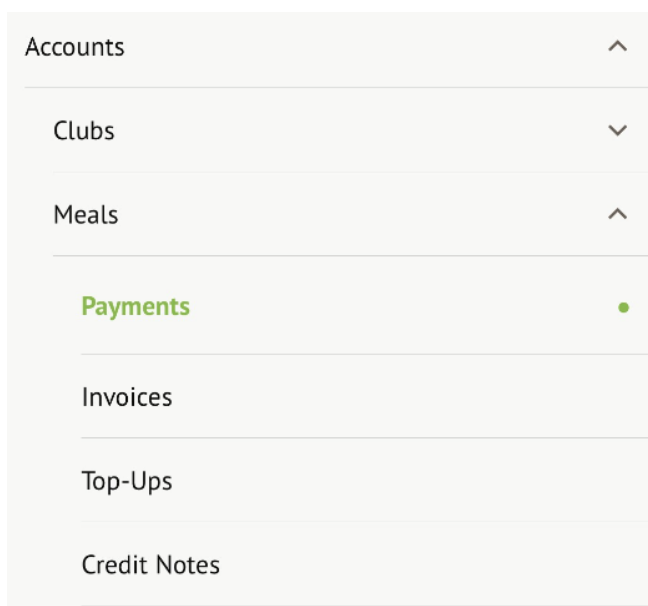
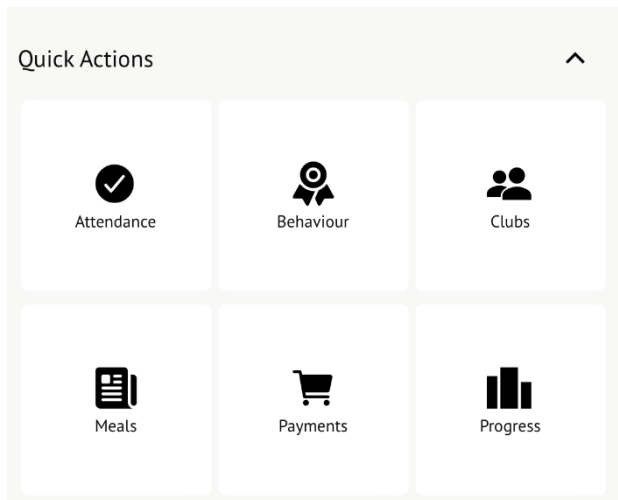


Topping up your account

To see accounts for one of your children, you can either:

- Select the **Menu** icon and then click the **Payments** button.
- Use the menu.
- Click into a specific account from the student's page.



Click an account to see more information, or top up.

Accounts	
Sonia Adams : Meals Balance: £4.00	>
Sonia Adams : Morning Breakfast Club Balance: £10.00	>

Click the green button to top up the account by inputting your card details.

Meals Balance: £4.00

Term

Summer Term

Top Up Account

Input the amount to top up, then click to pay.

Payment amount

£ 10.00

Narrative

Dinner money

Cancel

Pay Now

Next, you'll be able to input your card details. **Please note that you must use a Visa or Mastercard.**

Make Payment



Card number

4000 0027 6000 3184

Expiration date

08 / 23

Name on card

Miss G Mayo

Security code (CVV/CVC)

111

Cancel

Pay £30.00

You may have to then authenticate your identity for the payment to go through. This is a requirement of the recently introduced [Strong Customer Authentication \(SCA\) regulations](#).

If authentication is needed for the payment, you will be prompted to authenticate the payment using the method of authentication your bank supports. This could be:

- an SMS code
- your mobile banking app
- another method

For example, here's what it may look like if you're using Monzo (we are not affiliated with Monzo, this is purely an example).

Once we've been able to confirm your identity, the payment will be completed and your card will be charged. You'll see confirmation that the transaction has been successful.



Payment Successful

Thank you! Your payment is
complete

Done

From the menu you can see more information about payments. Each of these pages default to the current term, but you can look at past terms using the drop down.

The Invoices section shows details of the invoices and the status of each invoice for the current term - whether they have been Cancelled or Paid.

Meals Balance: £32.00

Term

Autumn Term [2023]



Invoices

24 Nov 2023

Amount: £2.00

Items: Snack

Status: Issued

The Top-ups page shows the type of top-up made, this can vary from Card (made by you or another Primary Guardian) to Cash or Cheque (logged by the school).

Meals Balance: £32.00

Term

Autumn Term [2023]

▼

Top Up Account

Top-Ups

24 Nov 2023

£10.00

Card Transaction

The Credit Notes page shows all the credit notes.

Meals Balance: £32.00

Term

Autumn Term [2023]

▼

Credit Notes

No Credit Notes found