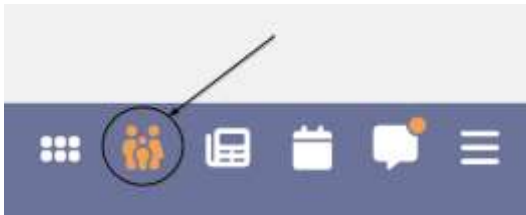


Using Weduc Payments to add dinner money

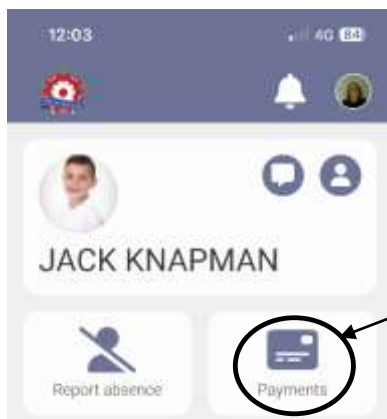
1. Open/login to the Reach More Parents App



2. Tap the **Parent Portal** icon found at the bottom of the app



3. Select **Payments** button

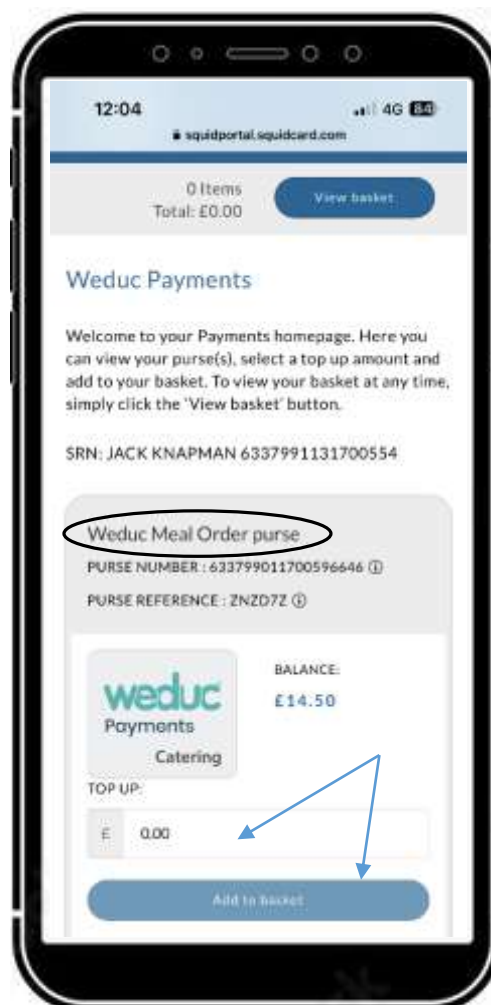


Note: If you have more than one child at the school, ensure you are on the child you want to add the money to. If you need to change child, press the **View another child** button at the top of the screen.



4. You will now be presented with the Weduc Payments screen. The first option is your child's **Weduc Meal Order Purse**. Use this to top-up dinner money for your child. Enter the amount you would like to add to your child's **purse**. We recommend a minimum of £10.00. Tap **Add to basket**. Meals are currently charged at £2.50 per meal.

Note: If this is the first time opening Payments, you will be asked to enter your **billing address**. Please complete this (you will only be asked for this once).



5. Tap **View Basket** button followed by the **checkout** button:



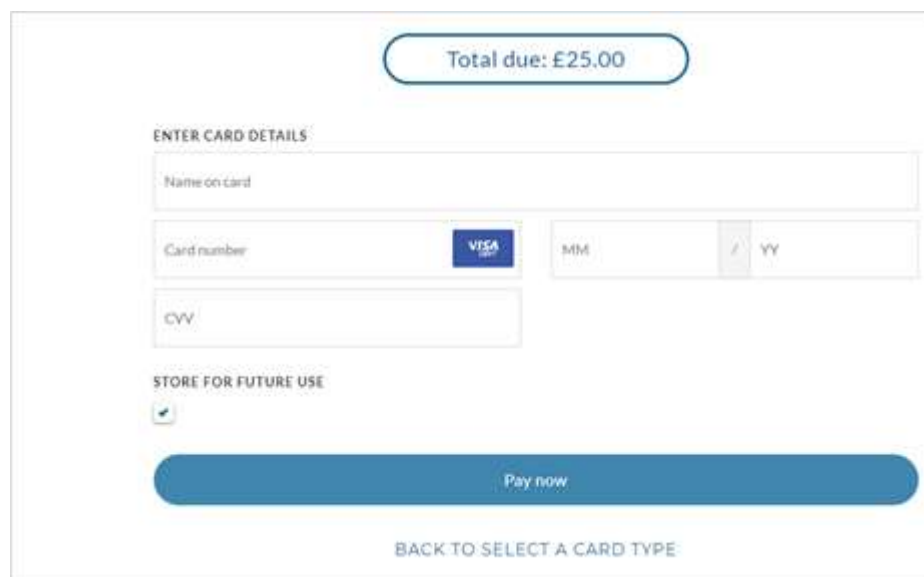
6. Select a **CARD TYPE**, then click the **Proceed** button:



The screenshot shows a checkout interface. At the top right, it says '1 Items Total: £25.00' and 'View basket'. The main heading is 'Checkout'. Below it, the instruction 'SELECT A CARD TYPE AND THEN PRESS PROCEED' is displayed. There are six card type buttons arranged in a 2x3 grid: VISA, VISA DEBIT (which is highlighted with a blue border), VISA Electron, MasterCard, MasterCard Debit, and Maestro. Below the grid, a rounded rectangle shows 'Total due: £25.00'. At the bottom is a large blue 'Proceed' button.

Enter your card details and, should you wish to save the details for a quicker check out process in the future, click the **STORE FOR FUTURE USE** button. Saving your card details will also enable you to use Auto Top Up.

Press **Pay now** to complete the transaction



The screenshot shows the card details entry page. At the top, a rounded rectangle displays 'Total due: £25.00'. Below this is the heading 'ENTER CARD DETAILS'. There are three input fields: 'Name on card', 'Card number' (with a VISA logo to its right), and 'CVV'. To the right of the 'Card number' field is a field for the expiry date, labeled 'MM / YY'. Below these fields is a checkbox labeled 'STORE FOR FUTURE USE', which is currently checked. At the bottom is a large blue 'Pay now' button. Below the button is a link that says 'BACK TO SELECT A CARD TYPE'.

Setting up Auto top-up

You are able set up an Auto Top Up for the Meal Order Purse which ensures that funds are automatically added from your payment card when your balance falls below a pre-selected amount.

1. To enable Auto Top Up you will first need to make a payment and store your payment card (as in the above instructions).

- After you have stored your payment card, select **Manage auto top up for this purse** which will take you to a further screen, **select the tick box to enable Auto top up**, in the drop-down boxes you can now choose your payment card, the balance that the purse must fall below to initiate the top up and the amount that you would like to top up with, followed by clicking the **Save** button.

The left screenshot shows the 'Manage auto top up for this purse' screen. At the top, it displays 'Jason Aaron' and 'SRN 6337 9990 0450 0635'. Below this, it shows 'Weduc Meal Order purse' with 'PURSE NUMBER : 633799011700006364' and 'PURSE REFERENCE : REJG34'. A table shows the current balance and top-up details:

	BALANCE:	TOP UP:
Weduc Payments Catering	£0.00	£ 25.00
	TO COLLECT: £0.00	

Below the table is an 'Add to basket' button. At the bottom, there are two links: 'View transactions for this purse' and 'Manage auto top up for this purse', with an arrow pointing to the latter.

The right screenshot shows the 'Auto Top Up Enabled' screen. It displays 'Weduc Meal Order purse' with 'PURSE NUMBER : 63379900000087744' and 'PURSE REFERENCE : 0087PP'. A table shows the current balance and top-up details:

	BALANCE:	TO COLLECT:
Weduc Payments Catering	£0.00	£0.00
	STATUS: DISABLED	

Below the table, there is a checked box for 'AUTO TOP UP ENABLED'. Underneath, there are three dropdown menus: 'Select your payment card', 'When balance drops below', and 'Top up with'. A 'Save' button is at the bottom right.

Should you wish to disable Auto Top-Up, untick the Auto Top Up Enabled box, followed by clicking the Save button.