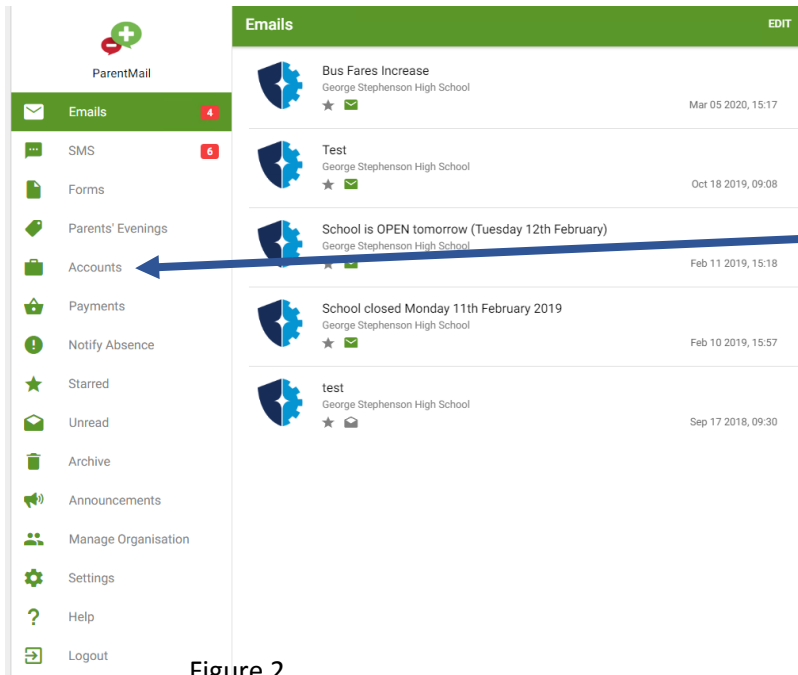




The screenshots and instructions below should assist you with Topping Up your ParentMail Account and how to check your Food and Drink purchases.

## 1. How to Top Up your ParentMail Account

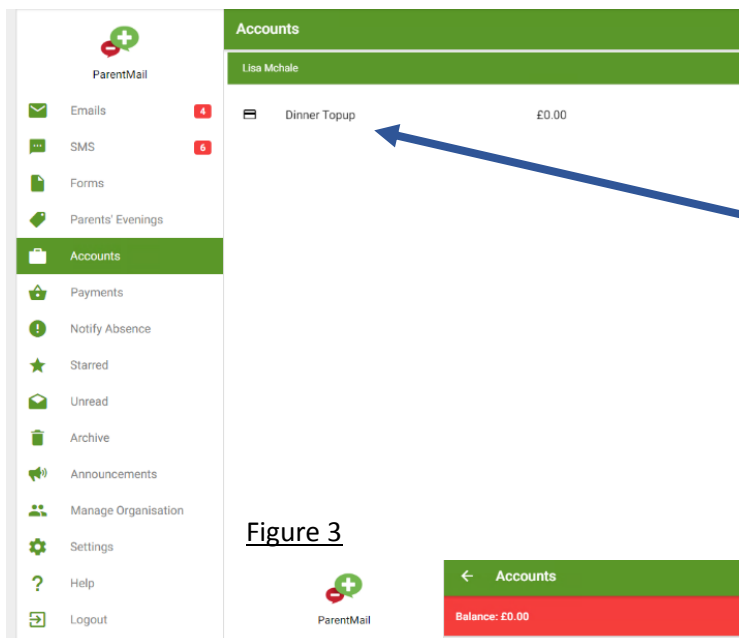
Figure 1



On a Desktop:  
Click on **Accounts**

On the ParentMail App:  
Click the 3 lines at the top left then Click on **Accounts**

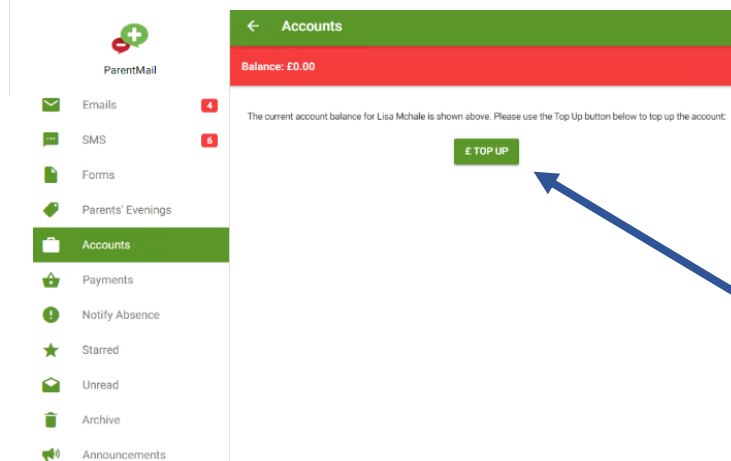
Figure 2



Desktop and App  
Click on **Dinner Topup**

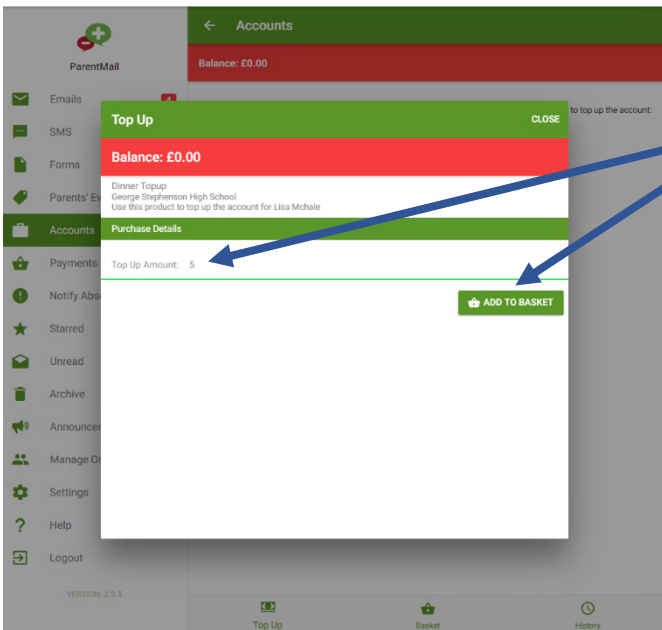
**NOTE: You can only Top Up one student at a time.**

Figure 3



Desktop and App  
Click on **Top Up**

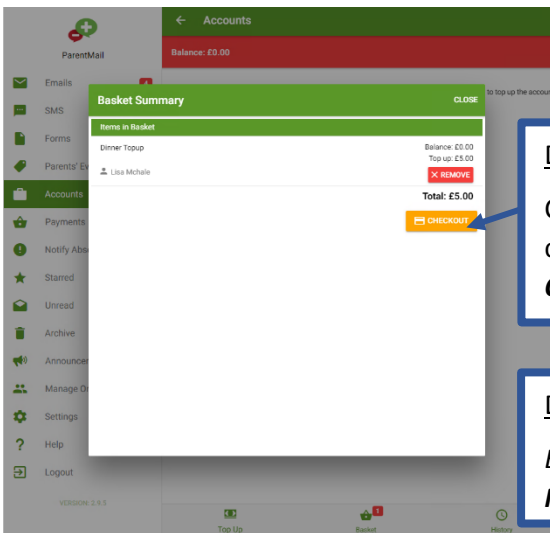
Figure 4



Desktop and App

Enter the Top Up Amount (set at £5 but can be changed) and click **Add to Basket**

Figure 5



Desktop and App

Check the amount is correct and click **Checkout.**

Desktop and App

Enter your **Payment Method** on this screen

Figure 6

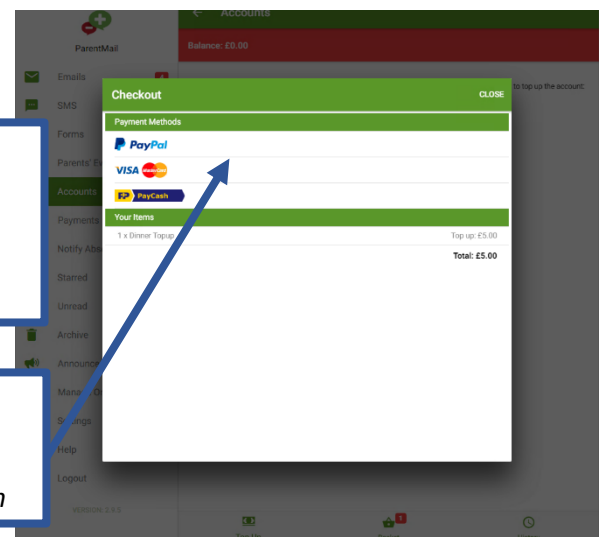
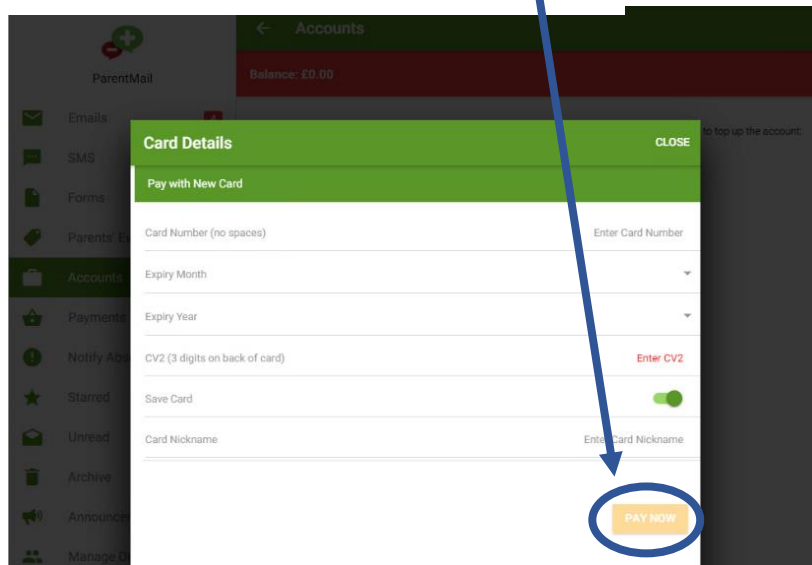


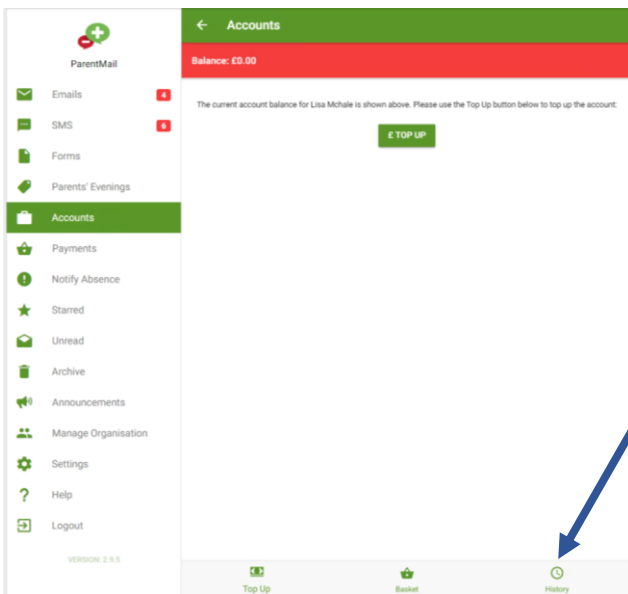
Figure 7

Enter your card details and click **PAY NOW**



## 2. How to check Food and Drink purchases

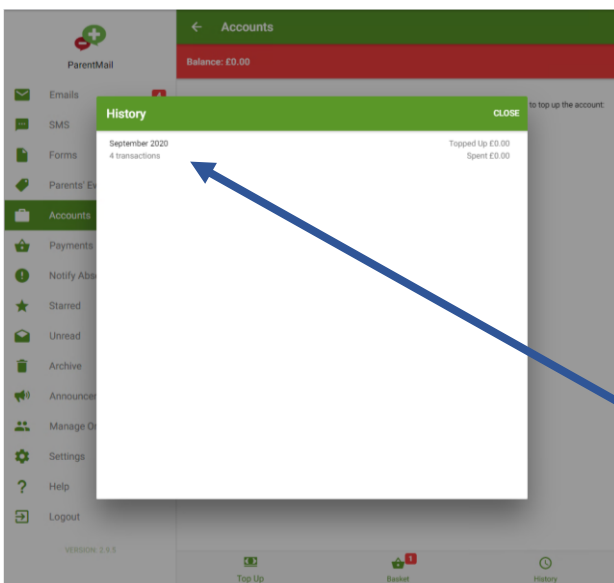
Figure 7



### Desktop and App

Follow the **Account Top Up** instructions up to **Figure 3**, then click **History** at the bottom right.

Figure 8



### Desktop and App

Click on the date for further details on the transaction.

Click on the **Item Purchased** for a breakdown of what Food and drink was purchased.

Figure 9

