

Information Leaflet – Online Payment & Cashless Catering System – Issue 5 – May 2020

The school that your child will be attending has an online payment www.upaychilli.com cashless catering system, which will make school break / lunch times easier for your child.

A Cashless Catering System uses information technology, which removes the handling of cash at the point of sale and speeds up the food service.

Benefits of cashless card

- The removal of cash exchanges at break time and lunchtime improves the speed of service for your child.
- Your child's meal detail is recorded each day, which means you can keep track of what your child eats.
- Discourages the misuse of school dinner money through spending in shops outside of the school grounds.
- Account statements are generated on request via email thereby parents can keep track of the money being spent and the account balance.
- For children with free meal entitlement the value is entered automatically onto the system, making it the same for everyone.

Free school meals on cashless card system Cashless card works the same for all children whether they pay or have a free school meal. The amount allocated for the free school meal will be automatically added onto the system on a daily basis. Please note that if your child is eligible for free meals and buys anything break-time then it will use the free meal allowance before it takes any money from your child's account.

Online Payments – www.upaychilli.com

How does it work? Money is loaded onto your cashless account which is held on a central system, like a bank account, thus making the system secure.

Accounts can be loaded via the Upay website, at www.upaychilli.com (this is a secure, PCI compliant site for loading accounts using a credit/debit card).

Upay Chilli also allows you to view your account balance at any time, as well as your online statements.

Managing your account? Upay Chilli allows you to have complete control of your cashless account over the Internet, so, like online banking, you can manage your account from anywhere at any time. Upay will allow you to top-up your account for purchases in School.

Upay Chilli is available twenty-four hours a day, seven days a week to process transactions in just a few seconds, with funds available immediately on your account.

Upay Chilli registration can be undertake at www.upaychilli.com

Parents may also top up your cashless account using your unique log in details.

Cashless account re-values **Card Top-Up:** You can re-value your cashless account on line, using a debit or credit card.

Auto Card Top-Up: To make life a little easier, you can set up an auto top-up facility on your cashless account so that you will never have a zero card balance. Simply set up an automatic card transaction when your balance reaches a pre-set minimum. For example, you can say “when my balance reaches £3 please automatically top up my account by £20.00.”

You can cancel Auto Top-Up on your account by selecting AutoTop-Up from the Account Top Up menu and selecting Remove Auto Top-Up.

Top-Up Reminders: The Top Up Reminder service is designed specifically for Upay account holders who wish to be reminded when their account balance has fallen below a pre-set level, but who wish to have control over whether to top up at that time or not.

Firstly, you need to enter a minimum balance at which you will receive an email reminder inviting you to top up. You will then be asked set the amount to be credited to your account. By setting this amount you will not be completing the transaction, merely preparing it for future use.

Please note that you will not be able to use Top Up Reminders if you already have Auto Top Up set up on your Upay account. You can cancel Top Up Reminders on your account by selecting Top Up reminders from the Account Top Up menu and selecting Remove Top Up Reminders.

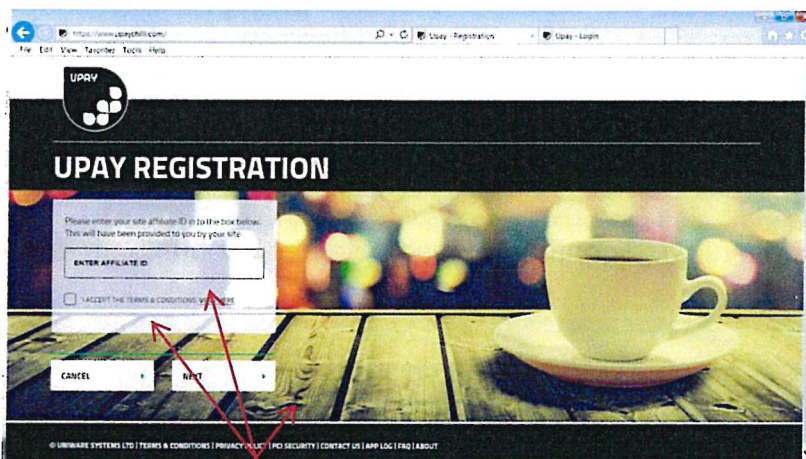
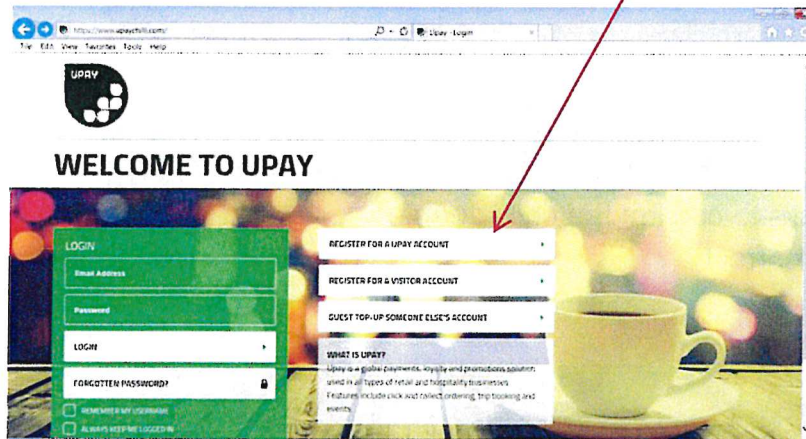
Card Balance: View your live balance online at anytime.

Statements: Request a detailed statement with a full break down of account re-values and complete transaction details. The detailed statement is sent to your registered email address; you can also set up to receive them automatically at scheduled times.

Accessing your child's cashless catering account on line.

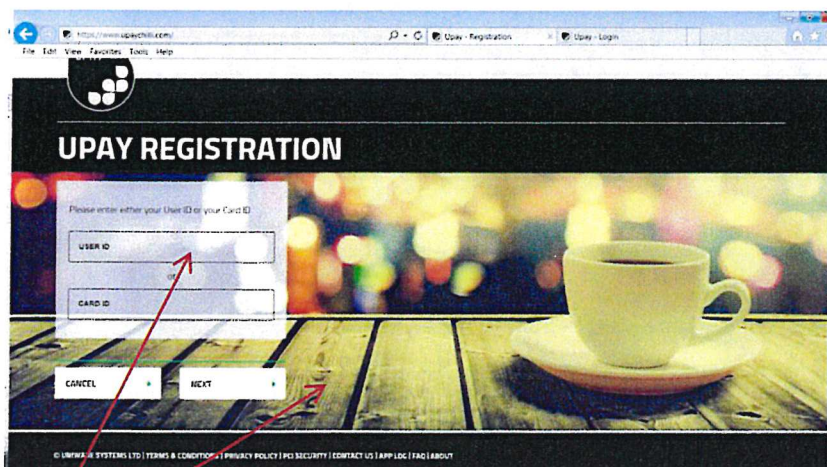
Log onto <https://www.upaychilli.com/>

To register – Click on REGISTER FOR A UPAY ACCOUNT



1) Enter Affiliate ID: CBCS

Click on I ACCEPT THE TERMS & CONDITIONS
Click on NEXT



- 2) User Id of Child (Please find this information on your attached letter)
- 3) Click NEXT

UPAY REGISTRATION

Is this you?

Tracy Goffins

CANCEL NEXT

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This then asks to confirm the child's name
Click next if correct

UPAY REGISTRATION

Please provide an email address. This will act as your username for all future logins to Upay.
Please provide a mobile number for recovery for future use (Upay optional).

EMAIL ADDRESS
CONFIRM EMAIL ADDRESS

MOBILE NUMBER (OPTIONAL)
CONFIRM MOBILE NUMBER

CANCEL NEXT

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Enter email address and confirm (please note phone numbers are optional)
Click next

UPAY REGISTRATION

Please enter and confirm your password.

Your password must contain a minimum of 7 characters, including both numbers and letters.

PASSWORD
CONFIRM PASSWORD

CANCEL NEXT

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Now create a password (please note this must contain numbers) and Confirm
click next Once all information has been inputted

UPAY REGISTRATION

Congratulations! Your Upay login page is complete.

Your username is the email address you provided when registering.

Login to your new Upay account now!

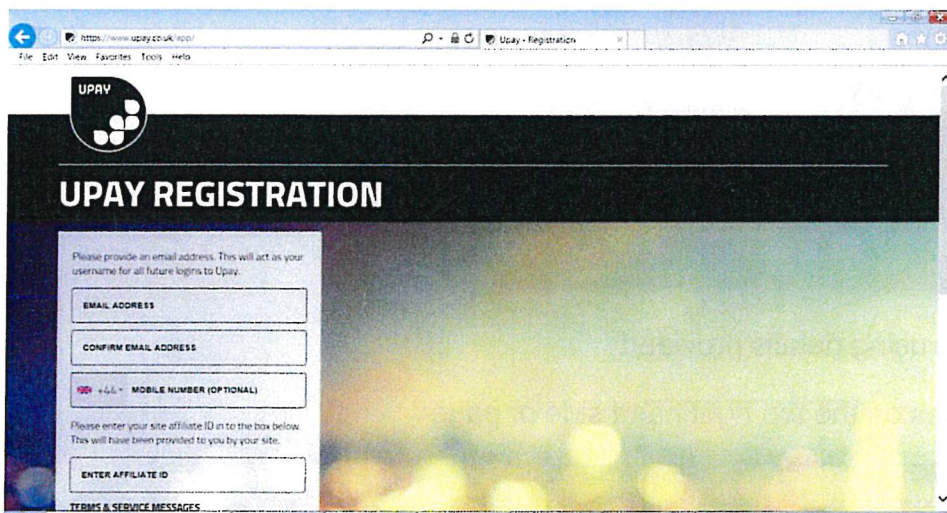
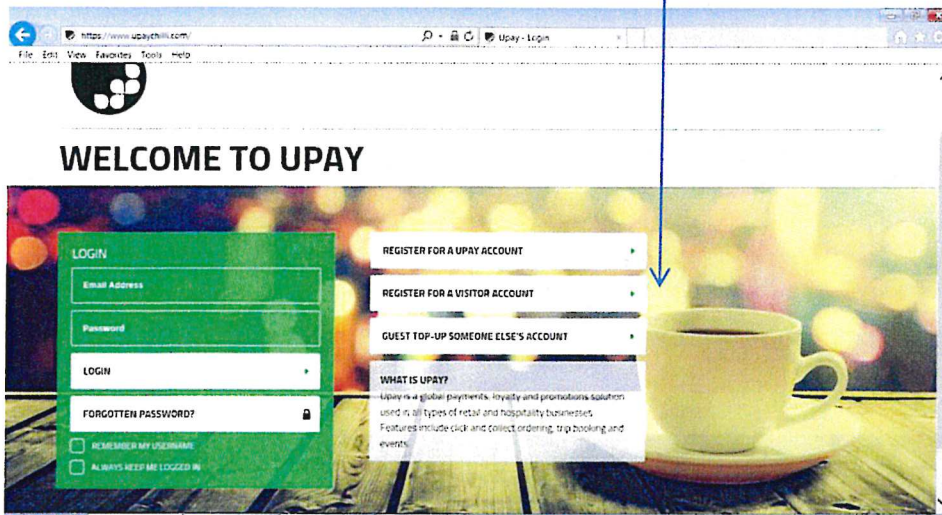
LOGIN

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You can now log in to your account with details you have just set up

ADDING MULTIPLE ACCOUNTS TO EMAIL ADDRESS (More than 1 child to an account)

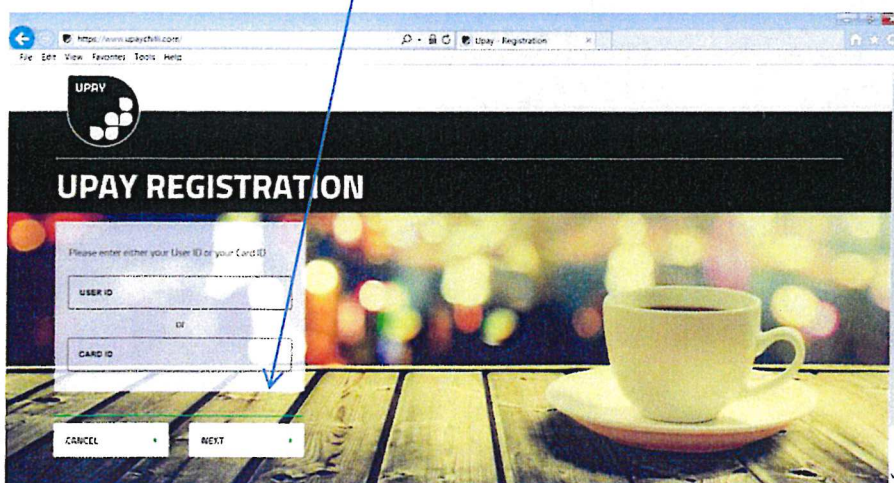
To do this they need to click on Register for a UPAY ACCOUNT (again)



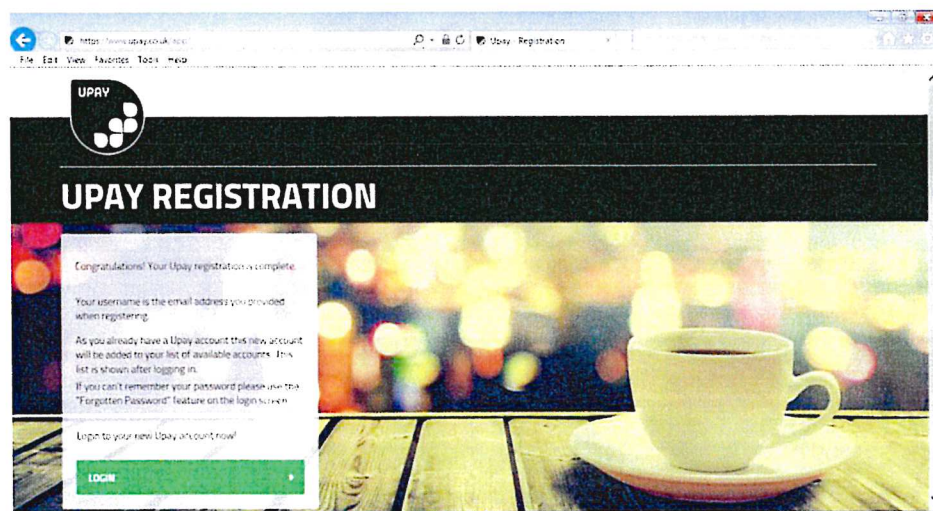
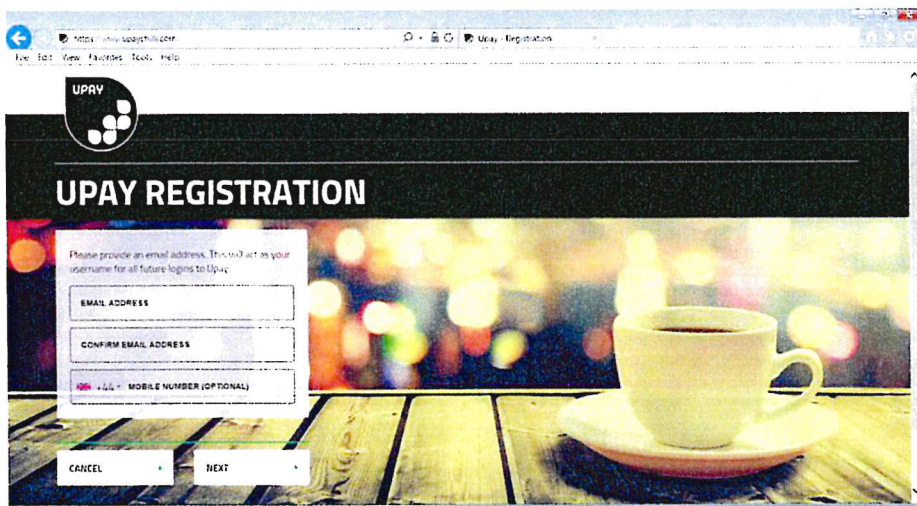
Enter the same email address and Affiliate ID is CBCS

Click on Next

Enter the second child's ID Number

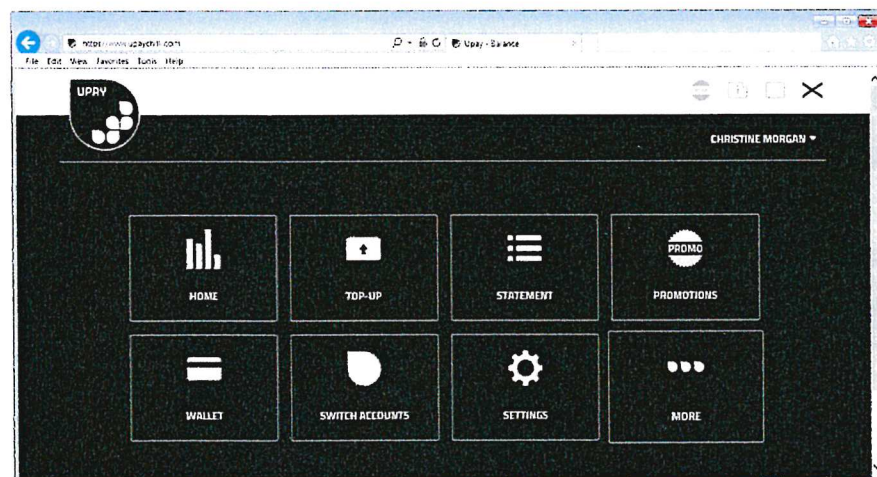
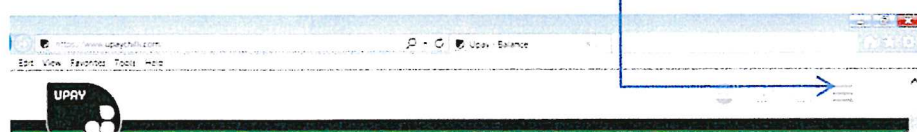


You will then be asked to confirm it is your name – click next



You now need to log in using details provided

Then Click on the 3 lines on the top right hand side of page



Click on Switch Accounts to see accounts attached to email address

