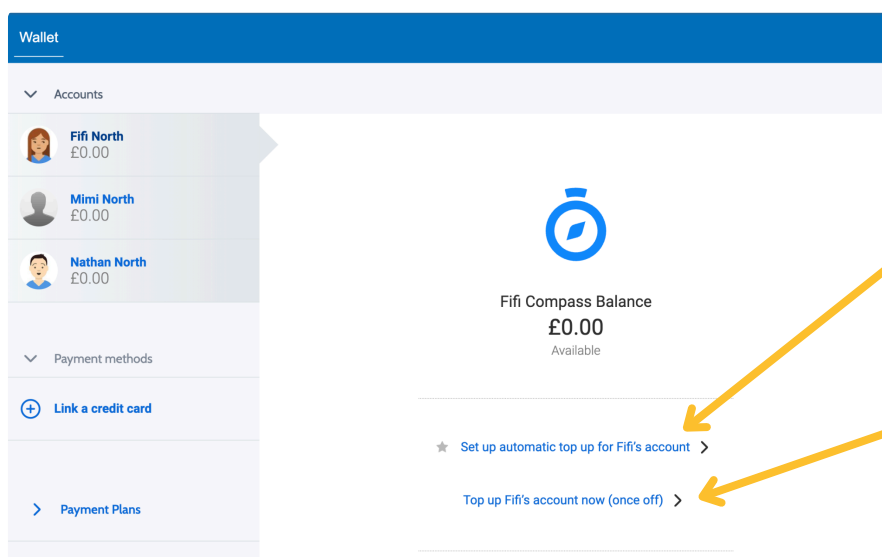


# How to: Top up your Wallet Balance

## In the Web Browser

It is important to top up your Compass Wallet so that the school can order your child a lunch if you have not pre-ordered. The school will charge your child's Wallet when they choose their lunch. If you wish, you can use the 'automatic top up' feature to ensure their wallet remains topped up.

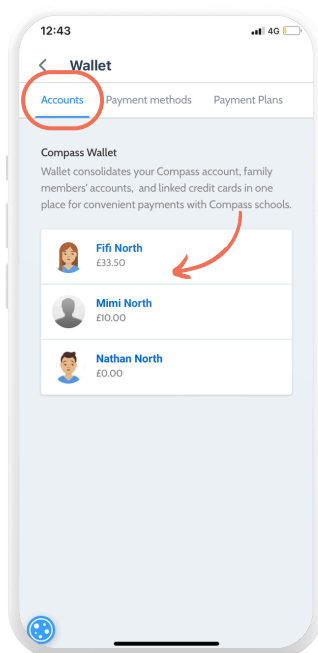


From your **Wallet**, found in the **Tools** menu (cog icon), select the child from the Accounts on the left.

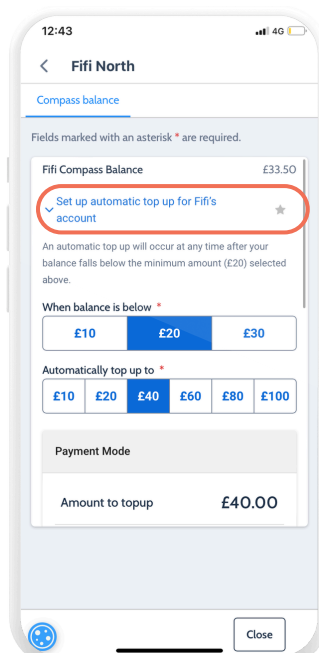
Select '**Set up automatic top up for [Child]'s account**' and determine the minimum amount and top up amounts.

Alternatively, select '**Top up [Child]'s account now (once off)**' to top up the wallet with a one off payment.

## In the Compass School Manager App



**Step One**  
Click into the 'Wallet' tile as before and select the relevant child's account.



**Step Two**  
Select '**Set up automatic top up for [Child]'s account**' and determine the minimum amount and top up amounts.

Alternatively, select '**Top up [Child]'s account now (once off)**' to top up the wallet with a one off payment.