

# How to Top Up Your Account on SchoolMoney

## SchoolMoney (Eduspot)

You can pay as far ahead as you like on your account. We encourage everyone to use the TOP UP function on their account.

How to Top Up when using the App (Teachers2Parents):

- Open the app – the front screen looks like this (Fig 1)
- Click on Dinners or Clubs (Fig 2)
- In the box, delete the amount and put in any amount you wish to pay (Fig 3)
- Press the + symbol
- Press the top right of your screen where it will show the amount in your basket
- Press Pay
- Enter your card details

If you are using the website the process will be very similar to the above.

Fig 1



Fig 2

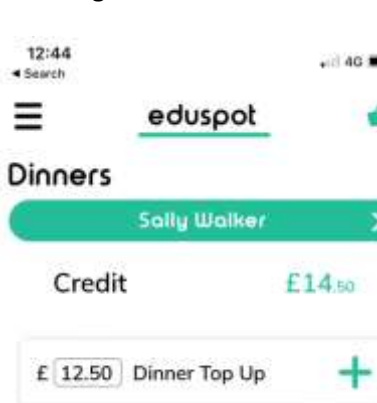


Fig 3



The Admin Team are happy to help if you are experiencing difficulty with this process.