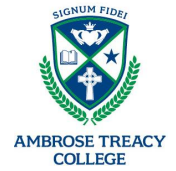


# Setting up Payment via Student ID Card



## Adding a credit card

Once logged into the ATCShop, open the menu in the top left.

Welcome, Test Parent

Test Parent		View Statements	
Account	Last Used	Quota	Balance
Funds	Fri 21st May 21 17:10:56	\$0.00	\$0.00
		<a href="#">Add Value</a>	<a href="#">Lock</a> <a href="#">Options</a>
		\$0.00	\$0.00

Select **Manage cards and payments**.

Menu

- Home / Accounts Page
- Manage cards and payments**
- Change Your Settings
- Link an Account

To add another account to the list of accounts you can view, click the button above and follow the instructions.

Welcome, Test Parent

Test Parent		View Statements	
Account	Last Used	Quota	Balance
Funds	Fri 21st May 21 17:10:56	\$0.00	\$0.00
		<a href="#">Add Value</a>	<a href="#">Lock</a> <a href="#">Options</a>
		\$0.00	\$0.00

Select **Add Card**

Manage cards and payments

**My Cards** [Add Card](#)

Description	Card	Date Added
No stored cards. Perform a transaction and choose to remember your card.		

# Setting up Payment via Student ID Card



AMBROSE TREACY

Give your saved card a name (do **not** enter your credit card details here)

AMBROSE TREACY

Shop

### Add card

**Add a new payment method**

BPoint

Description of card:   
(e.g. My Visa Card)

Note: Do not enter your credit card details in this field

Next

Cancel

Enter your details on the next page. Once you click confirm your credit card will be saved in the system.

Shop

### Settings

**Add new payment method**

Please enter your card details below. They will be submitted directly to the bank and will not be stored or processed by ATC Shop.

Name on Card:

Card Number:

Expiry Date:

Security Code:

Confirm

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**CommonwealthBank**  
© Commonwealth Bank of Australia 2017  
ABN 48 123 123 124

# Setting up Payment via Student ID Card



AMBROSE TREACY COLLEGE

## Setting an Auto Top-up

From the home page of the ATC Shop, select **Options** under your son's account

Test Parent		View Statements	
Account	Last Used	Quota	Balance
Funds	Fri 21st May 21 17:10:56	\$0.00	\$0.00
		<a href="#">Add Value</a>	<a href="#">Lock</a> <a href="#">Options</a>
		\$0.00	\$0.00

Student Test		View Statements		Remove Account	
Account	Last Used	Quota	Balance		
Funds	Thu 20th May 21 08:01:23	\$0.00	\$0.00		
		<a href="#">Add Value</a>	<a href="#">Lock</a>	<a href="#">Options</a>	
		\$0.00	\$0.00		

From the Options page you'll be able to set the **Auto Top-Up** details and select the credit card you saved previously.

**Balance Top-Up and Notifications**

**Notifications**  
When you enable this feature, you will be sent an email reminding you to top the account up once the account balance falls below the specified value.

Notify me when account balance goes below

Choose email addresses to use for notifications.

Primary address [redacted]@atc.qld.edu.au

Additional address

**Auto Top-Up**

If balance goes below  add  to account using:

[Save](#)

The auto top-up will only trigger when the account goes from above the threshold, to below the threshold.

After setting up an auto top-up, it is recommended that you perform one more manual top up on the account to make sure there is enough balance for the Tuckshop.

If the account is already below the threshold that you have set, it **will not** top up automatically.

If you have any issues setting up the auto top-up please email [servicedesk@atc.qld.edu.au](mailto:servicedesk@atc.qld.edu.au) and one of the team will assist.