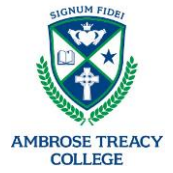


Setting up Payment via Student ID Card



Adding a credit card

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

Shop

Welcome, Test Parent

Test Parent [View Statements](#)

Account	Last Used	Quota	Balance
Funds	Fri 21st May 21 17:10:56	\$0.00	\$0.00
		Add Value	Lock Options
		\$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.

Shop

Welcome, Test Parent

Test Parent [View Statements](#)

Account	Last Used	Quota	Balance
Funds	Fri 21st May 21 17:10:56	\$0.00	\$0.00
		Add Value	Lock Options
		\$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)

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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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
		Add Value	Lock Options
		\$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		
		Add Value	Lock	Options	
		\$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

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 and one of the team will assist.