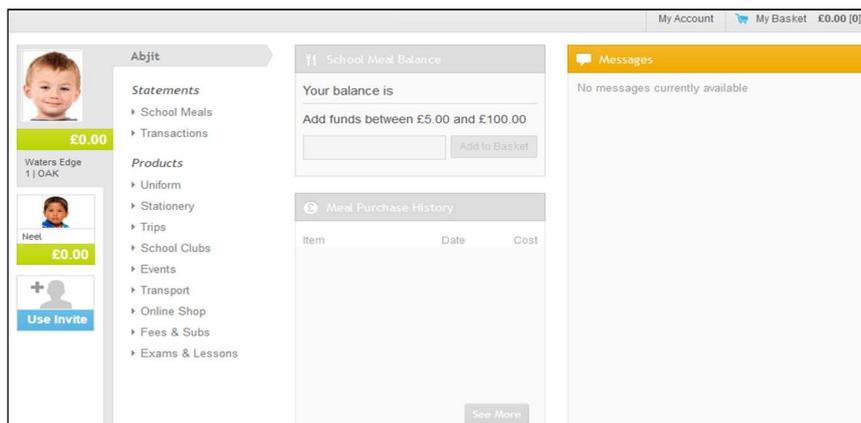


Increasing a School Meal Balance

SIMS Pay enables customers (parent/guardians and employees) to manage payments for School Meals by maintaining a balance in SIMS Pay that the school can use to pay the school meal provider. This gives customers the option to 'top up' their balance less frequently in SIMS Pay than they would be required to pay for school meals directly. Funds can be added for any amount between £5.00 and £100.00. The school will use these funds to pay for School Meals until the balance in SIMS Pay is reduced to £0.00. If you have email notifications enabled, a message will be sent to you when your balance reaches a pre-determined threshold, to give you a chance to 'top up' before the balance runs out. If a payment is made without sufficient funds, the balance will show what is owed.

1. From **My Homepage**, click a child's name or their picture (if there is one) on the left-hand side of the page to display the selected child at the top of the group.



The **School Meal Balance** for the selected child is displayed in the centre of the screen. It is also displayed under the child's name and (if it is available) picture.

NOTE: If a **School Meal Balance** falls below the threshold set by the school and you have enabled email notifications, you will receive an email notification from the school. The negative **School Meal Balance** in SIMS Pay will be displayed with a red heading until funds are added and the balance becomes positive. Funds can be added at any time.



2. To **Add funds**, enter the amount you wish to pay in the **Enter Amount** field.
3. Click the **Add to Basket** button to send this item to the **My Basket** page and display this item on the **My Basket** tab.

An item that costs £10.00 will show on the **My Basket** tab as **£10.00 (1)**. The **(1)** indicates the number of items in the basket.

