

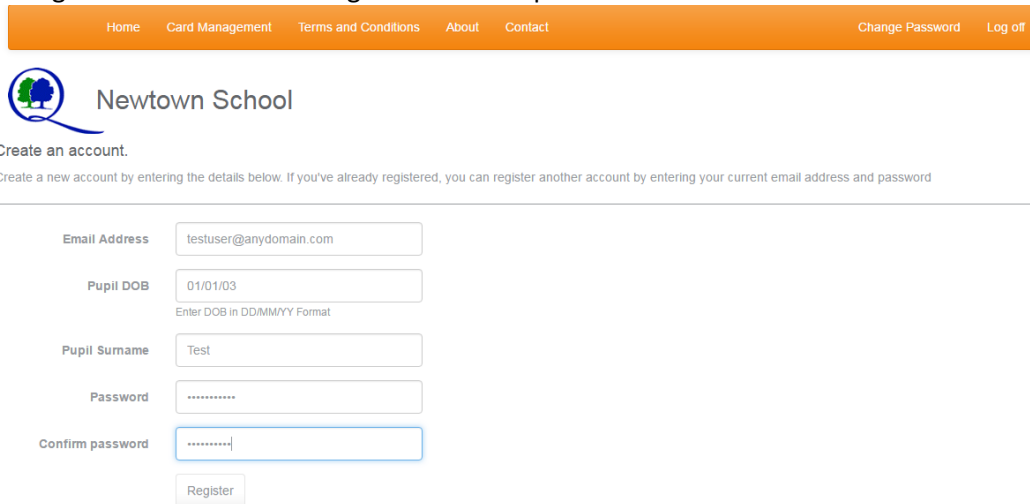
TO REGISTER A NEW ACCOUNT

If you are registering a new account online start at step 1.

ONLINE TOP UP INSTRUCTIONS

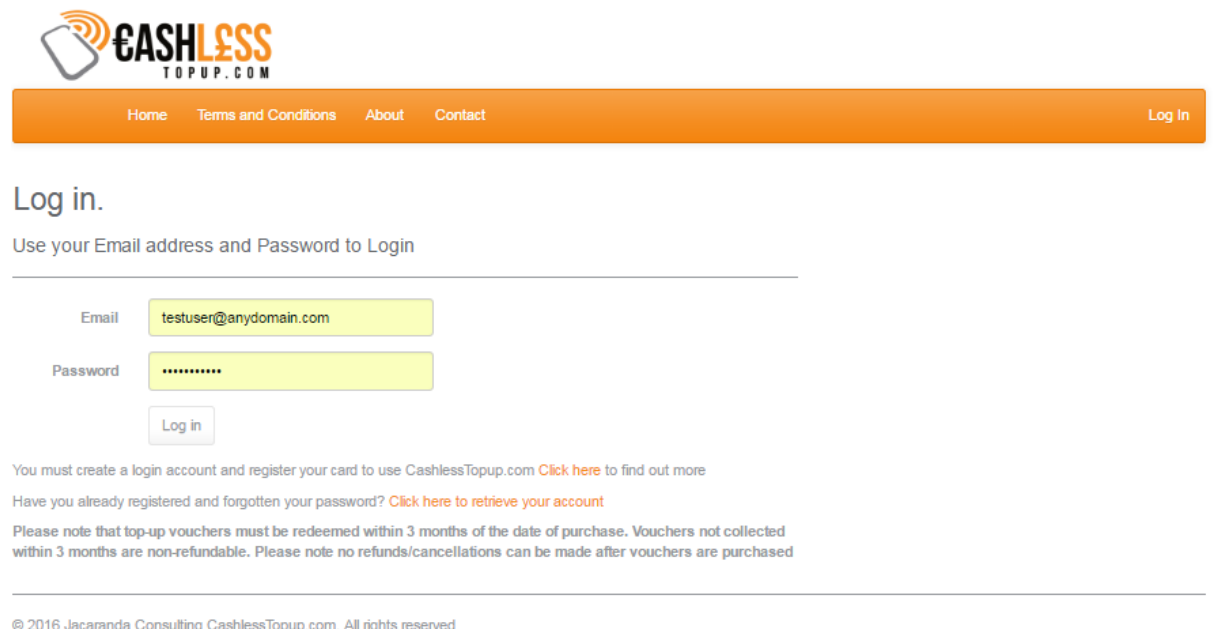
To top up a card for an account that is already registered go to Step 2.

1. Logon to <https://cashlesstopup.com/register/newtown> and enter all required information and click Register. The for all future lgoins follow steps 2 to 7.



The screenshot shows the registration page for Newtown School. At the top, there is an orange navigation bar with links for Home, Card Management, Terms and Conditions, About, and Contact, along with Change Password and Log off options. Below the navigation bar is the Newtown School logo and the text "Newtown School". Underneath, it says "Create an account." and "Create a new account by entering the details below. If you've already registered, you can register another account by entering your current email address and password". The registration form includes fields for Email Address (testuser@anydomain.com), Pupil DOB (01/01/03), Pupil Surname (Test), Password, and Confirm password. A Register button is located at the bottom of the form.

2. Go to <https://cashlesstopup.com/Account/Login> and enter the Email and Password from when you registered and click Log In.



The screenshot shows the login page for Cashless Topup. At the top, there is an orange navigation bar with links for Home, Terms and Conditions, About, and Contact, along with a Log In button. Below the navigation bar is the Cashless Topup logo and the text "Log in." Underneath, it says "Use your Email address and Password to Login". The login form includes fields for Email (testuser@anydomain.com) and Password. A Log in button is located at the bottom of the form. Below the form, there is a disclaimer: "You must create a login account and register your card to use CashlessTopup.com. Click here to find out more. Have you already registered and forgotten your password? Click here to retrieve your account. Please note that top-up vouchers must be redeemed within 3 months of the date of purchase. Vouchers not collected within 3 months are non-refundable. Please note no refunds/cancellations can be made after vouchers are purchased". At the bottom, there is a copyright notice: "© 2016 Jacaranda Consulting CashlessTopup.com. All rights reserved".

- Once you click Register this brings you to the account where you can click the "Top Up" button to add funds to the card in amounts of €25, €50, €100 or €500.

CASHLESS
TOPUP.COM

Home Card Management Terms and Conditions About Contact Change Password Log off

Welcome to the Newtown School Portal

ID: Group: Add another Account

Last 30 Days	Spend	Transactions
Personal Cash Purse	€0.00	0

Personal Cash Purse **TopUp** Balance: €19.50

Date	Type	Location	Amount	Balance
No items to display				

Account Management

Card Lost or Stolen? Information & FAQs

- This will bring you to the top up screen.

CASHLESS
TOPUP.COM

Home Card Management Terms and Conditions About Contact Change Password Log off

Welcome to the Newtown School Portal

ID: Group:

Last 30 Days	Spend	Transactions
Personal Cash Purse	€0.00	0

Personal Cash Topup

Top Up vouchers for the Personal Cash Purse

25 Euro TopUp
25 Euro Topup for the Cash Purse
[Select](#)

50 Euro TopUp
50 Euro Topup for the Cash Purse
[Select](#)

100 Euro Topup
100 Euro Topup for the Cash Purse
[Select](#)


500 Euro Topup
500 Euro Topup for the Cash Purse
[Select](#)

- Select the amount by which you want to top up the card, click the tick box to accept the terms & conditions and click Proceed to Payment.

CASHLESS
TOPUP.COM

Home Card Management Terms and Conditions About Contact Change Password Log off

Welcome to the Newtown School Portal

 ID: _____ Group: _____

Last 30 Days	Spend	Transactions
Personal Cash Purse	€0.00	0

Personal Cash Topup

Top Up vouchers for the Personal Cash Purse

25 Euro TopUp
25 Euro Topup for the Cash Purse


50 Euro TopUp
50 Euro Topup for the Cash Purse

100 Euro Topup
100 Euro Topup for the Cash Purse




500 Euro Topup
500 Euro Topup for the Cash Purse

Please allow up to 15 minutes for any updated transaction to be displayed

Basket

 25 Euro TopUp
€25.00


25 Euro Topup For the cash purse




All credit and debit cardholders are subject to validation checks and authorisation by the card issuer. Vouchers cannot be processed without full payment and the credit or debit card has been authorised.


Click to accept Terms and Conditions

- This brings you to the secure payment screen where you enter your debit/credit card details



Payment Details Secured By 256bit SSL Cert 

Card Number

Expiry(mm/yy) / **Security Code** 

Cardholder Name

 Powered by 

- Once all details have been entered you will see a message saying the card has been topped up and that the funds will be registered to the card when it is presented at a reader (a reader is either the Top Up machine in the Dining Hall or the tills in the Dining Hall).