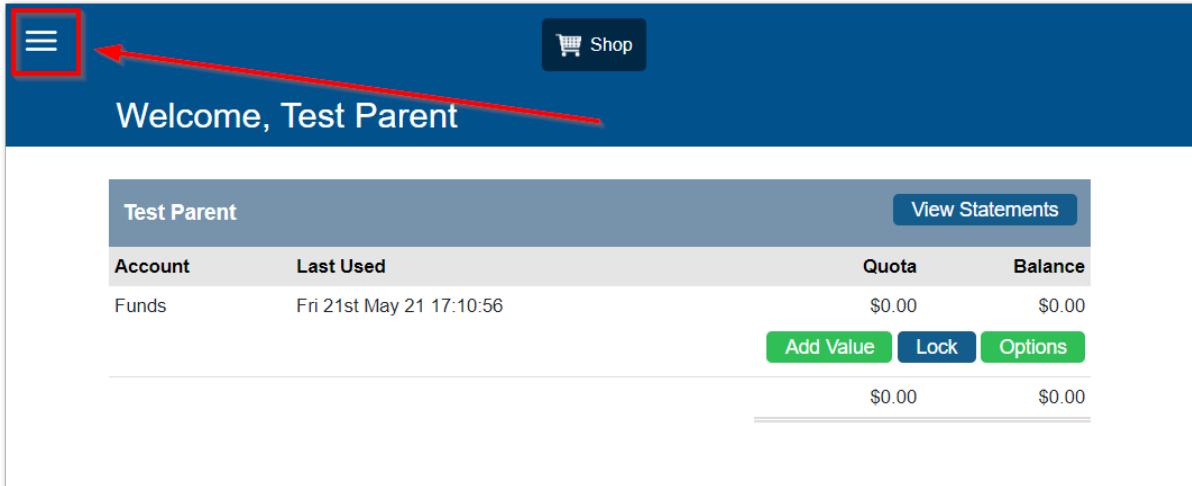


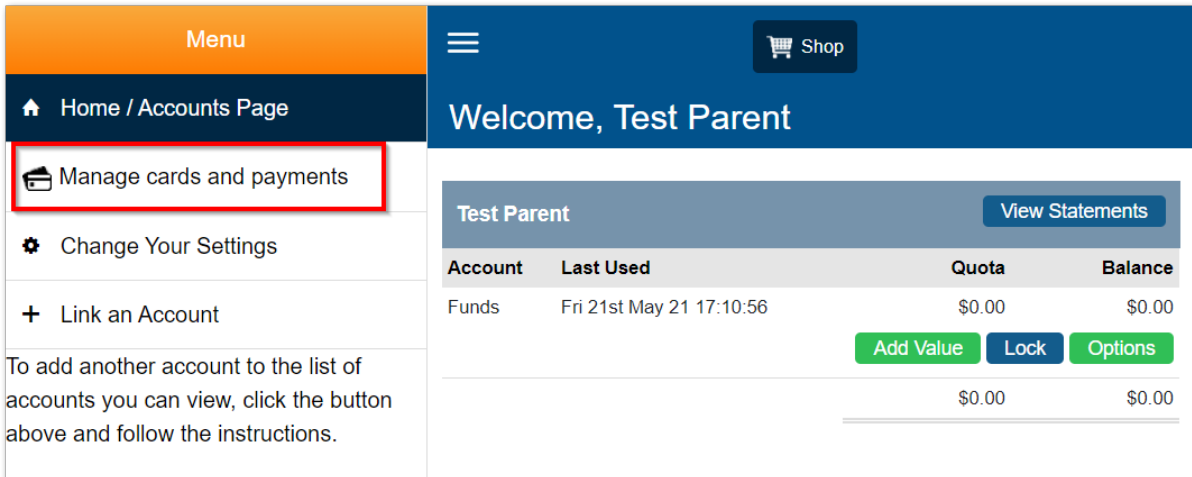
## Add a credit card

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



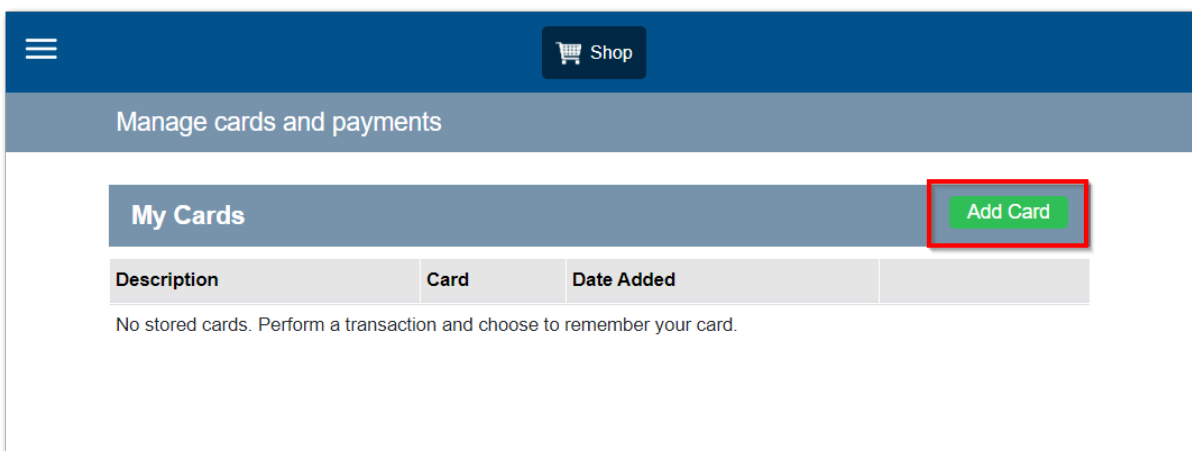
The screenshot shows the ATCShop dashboard. At the top left, a blue header bar contains a white menu icon (three horizontal lines) enclosed in a red square box. A red arrow points from this box towards the right. To the right of the menu icon is a dark blue button with a white shopping cart icon and the text "Shop". Below the header, the text "Welcome, Test Parent" is displayed. The main content area features a section titled "Test Parent" with a "View Statements" button. Below this is a table with columns: "Account", "Last Used", "Quota", and "Balance". The table contains one row for "Funds" with a last used date of "Fri 21st May 21 17:10:56" and a quota and balance of "\$0.00". Below the table are three buttons: "Add Value" (green), "Lock" (dark blue), and "Options" (green). At the bottom of the table, the total quota and balance are shown as "\$0.00".

Select Manage cards and payments



The screenshot shows the ATCShop dashboard with a left-hand menu. The menu is titled "Menu" and has an orange header. Below the header, there are several menu items: "Home / Accounts Page" (with a home icon), "Manage cards and payments" (with a card icon and highlighted by a red box), "Change Your Settings" (with a gear icon), and "Link an Account" (with a plus icon). Below these items is a paragraph: "To add another account to the list of accounts you can view, click the button above and follow the instructions." The main content area on the right is the same as the previous screenshot, showing the "Test Parent" section with the table and buttons.

Select Add Card



The screenshot shows the "Manage cards and payments" page. At the top, there is a blue header bar with a white menu icon (three horizontal lines) on the left and a dark blue button with a white shopping cart icon and the text "Shop" on the right. Below the header, the text "Manage cards and payments" is displayed. The main content area features a section titled "My Cards" with an "Add Card" button (green) highlighted by a red box. Below this is a table with columns: "Description", "Card", and "Date Added". The table is currently empty. Below the table, there is a message: "No stored cards. Perform a transaction and choose to remember your card."

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

And 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

Secured by  
**Commonwealth Bank**  
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ABN 48 123 123 124

## Add an Auto Top-up

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

The screenshot shows two account sections. The first section, 'Test Parent', has a 'View Statements' button and a table with columns 'Account', 'Last Used', 'Quota', and 'Balance'. The table contains one row for 'Funds' with a last used date of 'Fri 21st May 21 17:10:56', a quota of '\$0.00', and a balance of '\$0.00'. Below the table are buttons for 'Add Value', 'Lock', and 'Options'. The second section, 'Student Test', has 'View Statements' and 'Remove Account' buttons. It also has a table with the same columns, containing one row for 'Funds' with a last used date of 'Thu 20th May 21 08:01:23', a quota of '\$0.00', and a balance of '\$0.00'. Below this table are buttons for 'Add Value', 'Lock', and 'Options', with the 'Options' button highlighted by a red box.

From the Options page you'll be able to set the auto top-up details and select the credit card you saved previously.

The screenshot shows the 'Balance Top-Up and Notifications' settings page. It has a 'Notifications' section with a checkbox for 'Notify me when account balance goes below' followed by a text input field containing '0.00'. Below this is a section for 'Choose email addresses to use for notifications:' with checkboxes for 'Primary address' (with a masked email address) and 'Additional address' (with an empty text input field). The 'Auto Top-Up' section is highlighted with a red box and contains a checkbox for 'If balance goes below' followed by a text input field containing '0.00', the word 'add', another text input field containing '0.00', and 'to account using:' followed by a dropdown menu showing 'QWA-44706-882'. A green 'Save' button is located below the 'Auto Top-Up' section.

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

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

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

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.