

# HOW TO TOP UP A CATERING PURSE ON SQUID

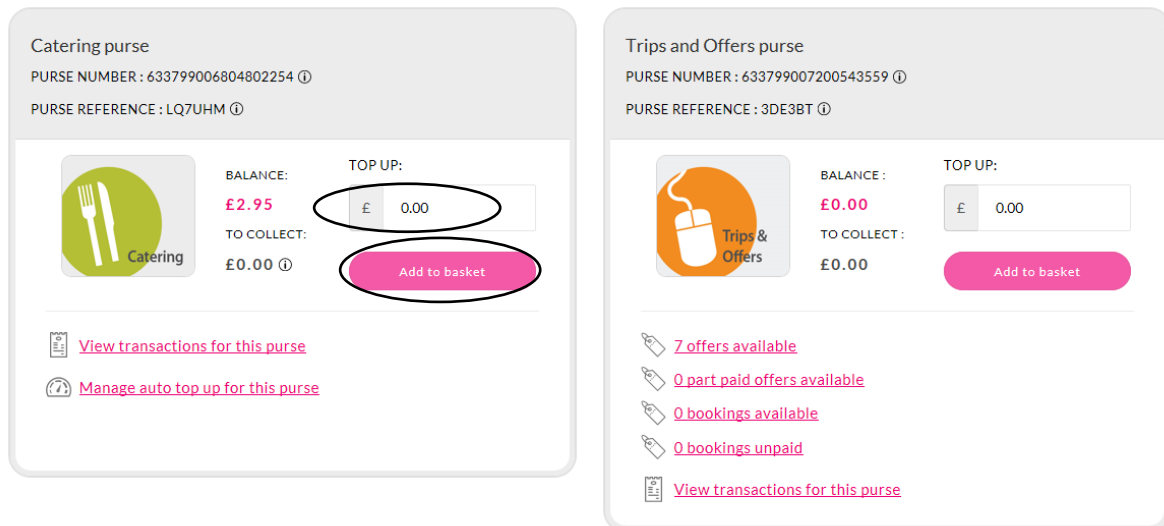
There are two steps you need follow in order to top up a catering purse on sQuid

Step 1 – Top up the purse with an amount and add it to your basket

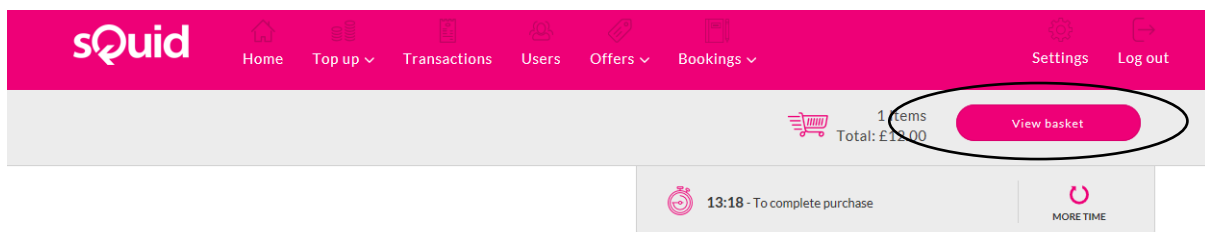
Step 2 – Complete the transaction by checking out your basket and making payment

1.1 Login into Squid – you will see the following on your home page

1.2 Enter the amount you wish to top up with in the Top Up box on the left hand side as shown below, then click “Add to basket”





1.3 Go to “View basket” at the top right hand side of the screen



1.4 You will then a summary screen similar to below, click on “Checkout”

### My Basket

Items in basket		
TOP UP	PRICE	REMOVE
 Judy Catering 633799006804802254	£10.00	
Amount from purse:		£0.00
<b>Total:</b>	<b>£10.00</b>	

Checkout

1.5 On the next screen you will need to enter your payment card details in order to complete the purchase. The money will then appear on your daughter’s sQuid account next time she goes to make a purchase in the canteen.