

QuickCliq Parent: Using a Smart Rider for canteen payments

This guide outlines how, as a parent you:

- Can register your child's SmartRider with QuickCliq.
- Allocate funds to the SmartRider.
- Use the SmartRider in the canteen.

Note: As a parent or caregiver you will need to have an account set up with QuickCliq and have added your child/children on to the account. Accounts can be registered via <https://app.quickcliq.com.au/sign-up.aspx>

Register the SmartRider

You can only register a *Student* SmartRider, not a standard SmartRider card.

Login into your QuickCliq account.

Select **STUDENT**

Select the student from the available list or select ADD STUDENT if you need to add your child to the account.

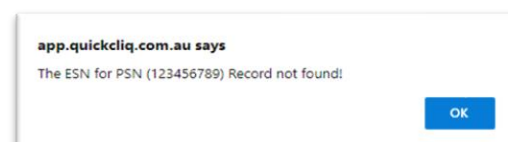
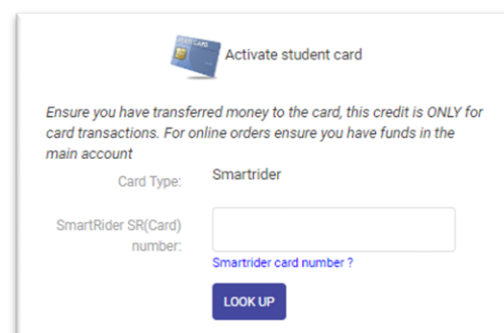
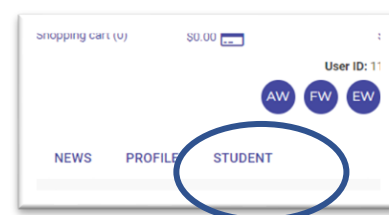
The profile page for your child will appear.

Navigate to the **ACTIVATE STUDENT CARD** section on the right hand side.

Enter the SmartRider number in the relevant field and select **LOOK UP**

Read the pop up message and select **OK**.

If the card cannot be found the following error message will appear. Select OK and double check you have entered the correct number.



From here the card is successfully registered and the Card/Barcode field should be populated.

Adding funds to the SmartRider

Firstly, ensure that the main account balance has credit.

You can top up your balance via the **ADD CREDIT** section of your account.

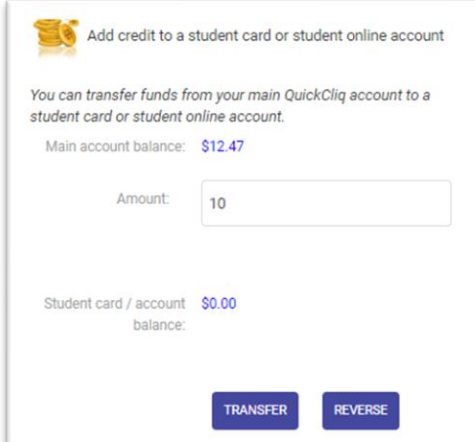
Once credit is available navigate to the student's profile and locate the section titled **ADD CREDIT TO STUDENT CARD OR STUDENT ONLINE ACCOUNT.**

This section will cite the current main, parent balance along with the current balance available on the SmartRider.

To move funds to the SmartRider enter in an amount in the AMOUNT field and select **TRANSFER**. Do not enter the \$ symbol.

Once complete you should see the Main Balance and the Card Balance adjust accordingly.

To move funds from the SmartRider back to the Main balance enter in the Amount and select **REVERSE**. Once complete you should see the Main Balance and the Card Balance adjust accordingly.



The screenshot shows a web interface titled "Add credit to a student card or student online account" with a coin icon. Below the title, it states: "You can transfer funds from your main QuickCliq account to a student card or student online account." The "Main account balance" is listed as \$12.47. There is an "Amount:" label next to a text input field containing the number "10". Below this, the "Student card / account balance" is shown as \$0.00. At the bottom right, there are two blue buttons: "TRANSFER" and "REVERSE".

In the canteen

Providing that the card has been registered successfully and funds have been assigned to the card via the QuickCliq account your child will be able to simply scan the card at the canteen and the funds will be deducted from the allocated balance.

Should payment not be possible the canteen will be provided with an Error Code. In this instance please contact QuickCliq with the error code and our team can confirm why this error occurred.

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