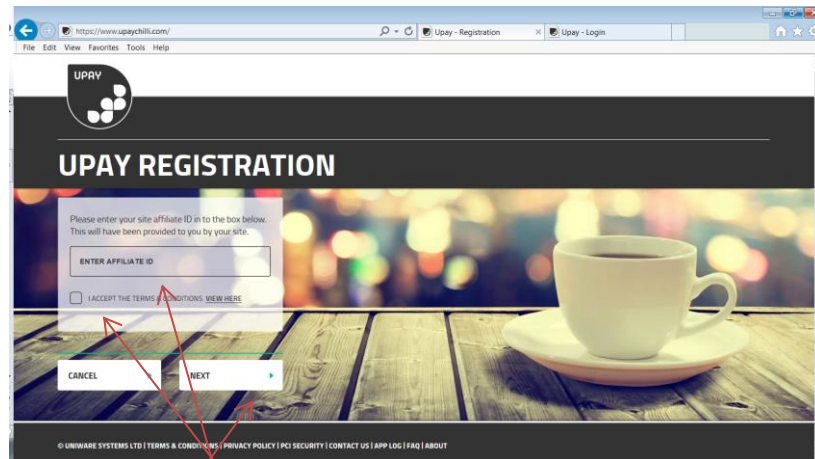
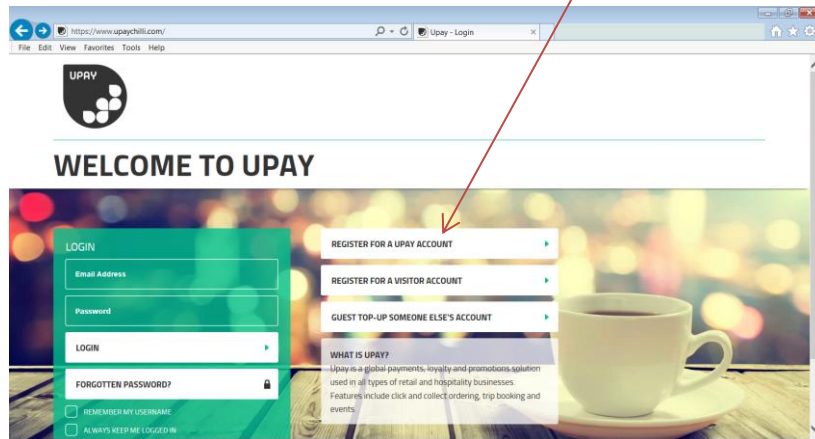


# Accessing your child's cashless catering account on line.

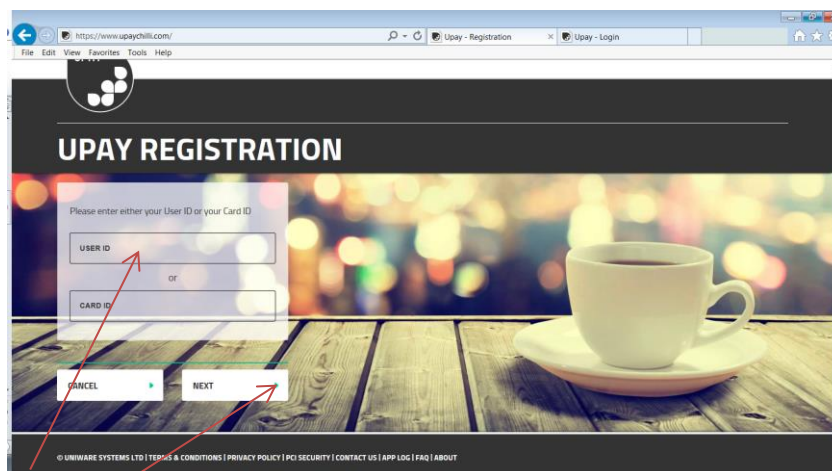
Log onto <https://www.upaychilli.com/>

To register – Click on REGISTER FOR A UPAY ACCOUNT

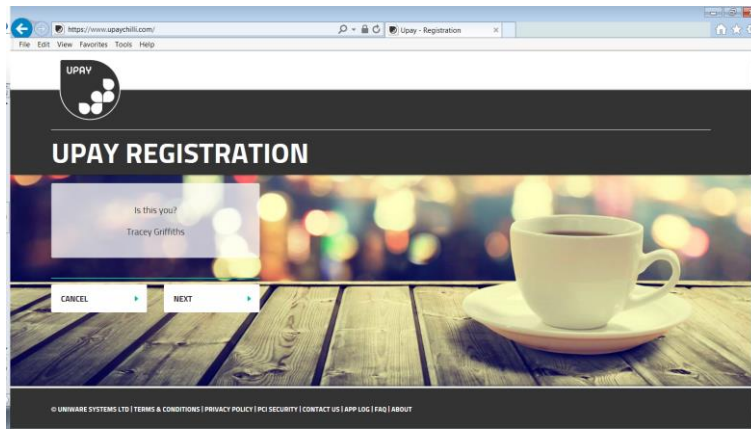


1) Enter Affiliate ID: **CBCS**

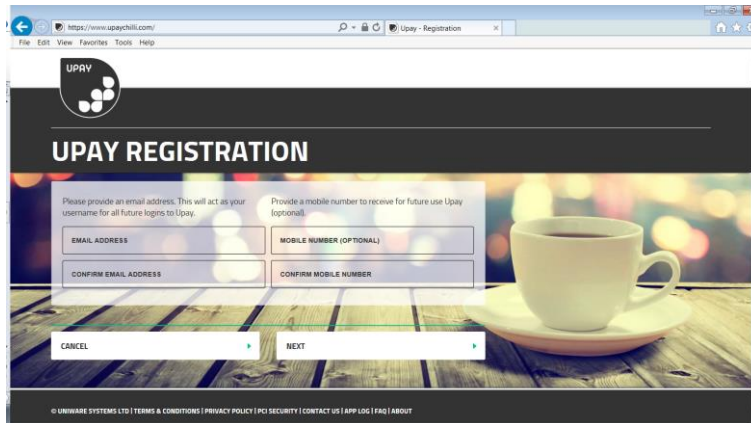
Click on I ACCEPT THE TERMS & CONDITIONS  
Click on NEXT



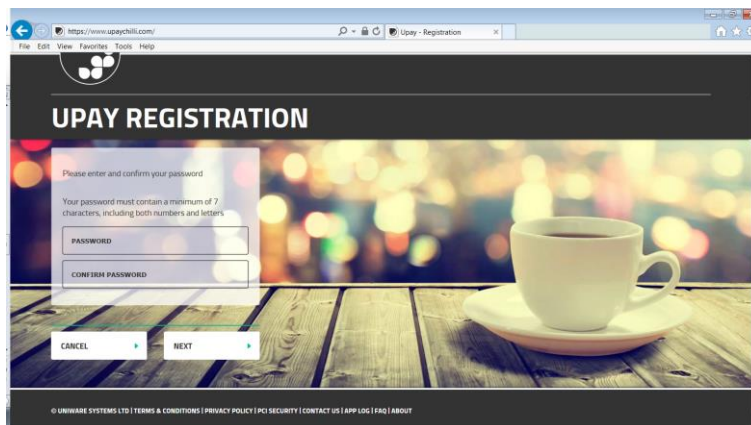
2) User Id of Child (Please find this information on your attached letter)  
3) Click NEXT



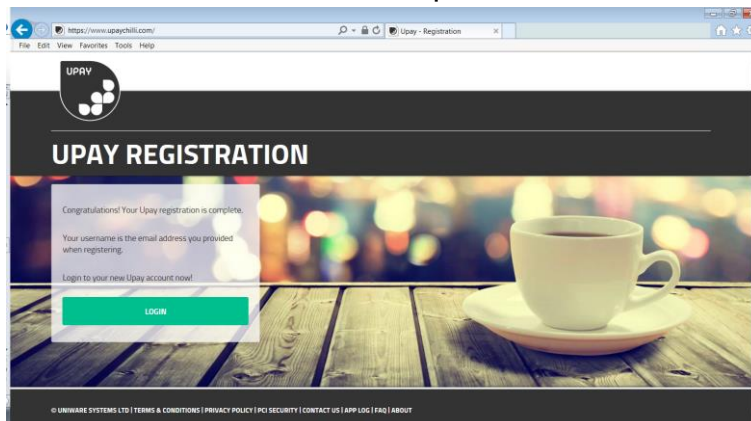
This then asks to confirm the childs name  
Click next if correct



Enter email address and confirm (please note phones numbers are optional)  
Click next



Now create a password (please note this must contain numbers) and Confirm  
click next Once all information has been inputted



You can now log in to your account with details you have just set up

**Managing your account?** Upay Chilli allows you to have complete control of your cashless account over the Internet, so, like online banking, you can manage your account from anywhere at any time. Upay will allow you to top-up your account for purchases in School.

Upay Chilli is available twenty-four hours a day, seven days a week to process transactions in just a few seconds, with funds available immediately on your account.

Upay Chilli registration can be undertaken at [www.upaychilli.com](http://www.upaychilli.com)

Parents may also top up your cashless account using your unique log in details.

**Cashless account re-values Card Top-Up:** You can re-value your cashless account on line, using a debit or credit card.

**Auto Card Top-Up:** To make life a little easier, you can set up an auto top-up facility on your cashless account so that you will never have a zero card balance. Simply set up an automatic card transaction when your balance reaches a pre-set minimum. For example, you can say “when my balance reaches £3 please automatically top up my account by £20.00.”

You can cancel Auto Top-Up on your account by selecting AutoTop-Up from the Account Top Up menu and selecting Remove Auto Top-Up.

**Top-Up Reminders:** The Top Up Reminder service is designed specifically for Upay account holders who wish to be reminded when their account balance has fallen below a pre-set level, but who wish to have control over whether to top up at that time or not.

Firstly, you need to enter a minimum balance at which you will receive an email reminder inviting you to top up. You will then be asked set the amount to be credited to your account. By setting this amount you will not be completing the transaction, merely preparing it for future use.

Please note that you will not be able to use Top Up Reminders if you already have Auto Top Up set up on your Upay account. You can cancel Top Up Reminders on your account by selecting Top Up reminders from the Account Top Up menu and selecting Remove Top Up Reminders.

**Card Balance:** View your live balance online at anytime.

**Statements:** Request a detailed statement with a full break down of account re-values **and complete transaction details**. The detailed statement is sent to your registered email address; you can also set up to receive them automatically at scheduled times.