

Add A Credit or Debit Card to your Compass Account

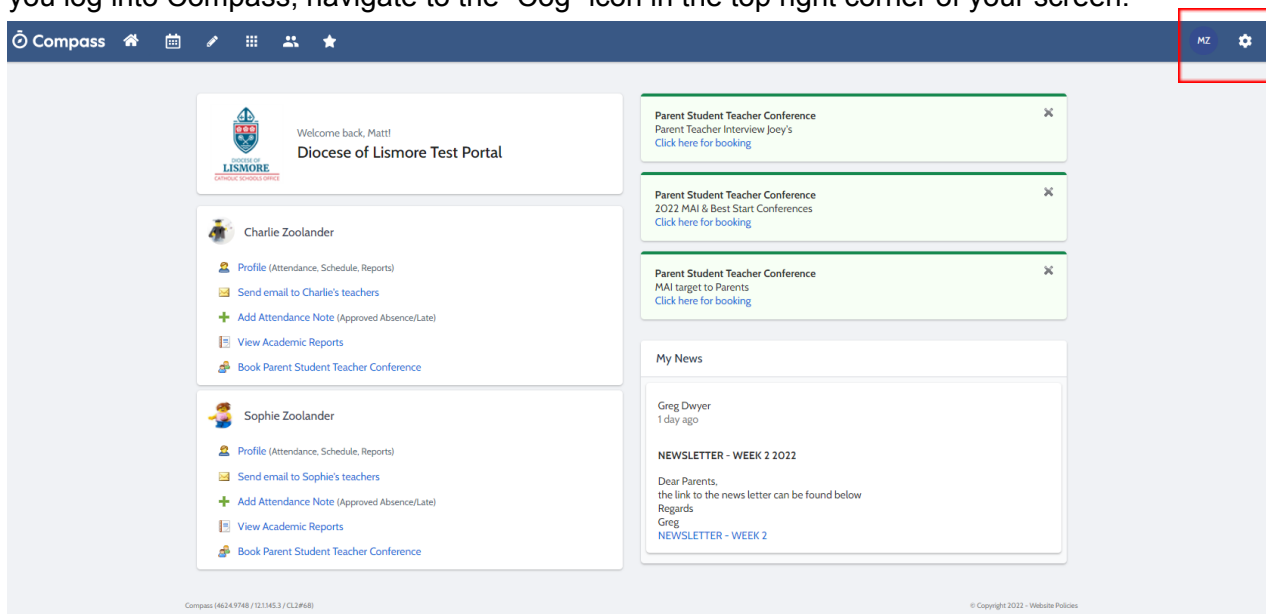
Before you can begin making payments for Events and School fees through Compass, you need to add your Credit or Debit Card to your account.

You can do this in one of two ways:

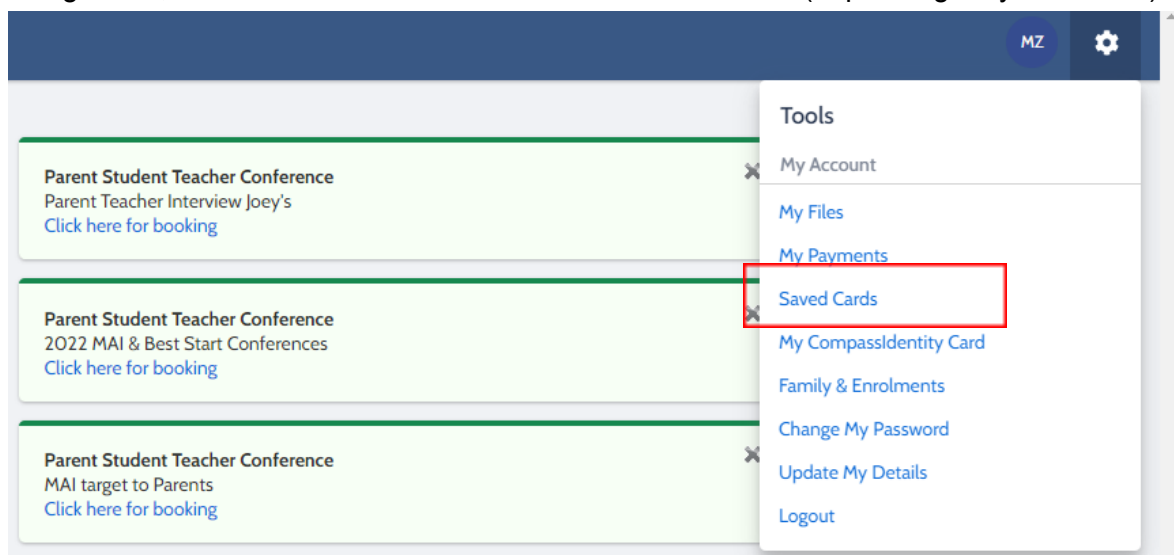
1. Logging into Compass from a Desktop Computer, or
2. Logging into Compass using the App.

Desktop Computer

When you log into Compass, navigate to the “Cog” icon in the top right corner of your screen:



From the Cog menu, select either Saved Cards or Wallet from the list (depending on your school)



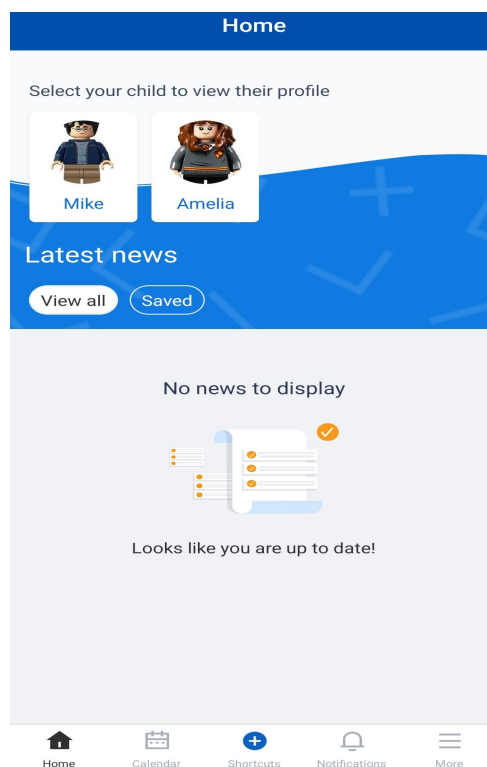


From the Cards Dashboard, you will be able to select “Link a credit Card” as an option. You can then enter your credit or debit card details:

The screenshot shows the 'Compass' app interface. At the top is a dark blue header with the 'Compass' logo and several icons. Below this is a blue bar with the word 'Cards'. The main area is light blue. On the left, there's a sidebar with a 'Payment methods' section. Inside this section, a button with a plus icon and the text 'Link a credit card' is highlighted with a red rectangle. On the right, there's a form for adding a new card. It includes a placeholder for a card image, fields for 'FULL NAME', 'Card number', 'Full name', 'MM / YY', and 'CVC'. At the bottom of the form, a blue button with the text 'Link credit card' is highlighted with a red rectangle.

Select “Link Credit Card” when completed.

Once this is complete, you will then be able to navigate to the payments centre to make payment for School Fees and Events.





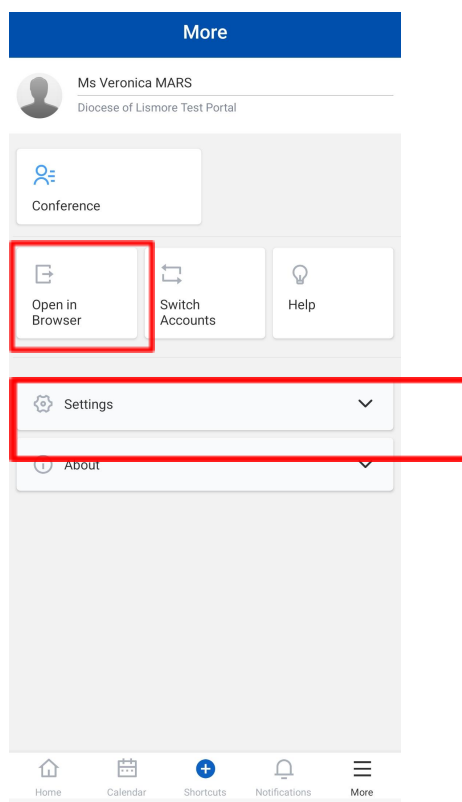
From the Compass App

Open the Compass App and Select your account (if you have more than one).

From your dashboard, select the “More” menu (3 horizontal lines):

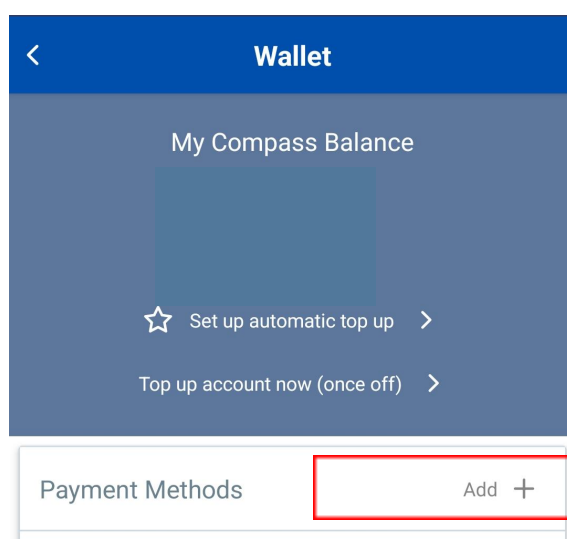
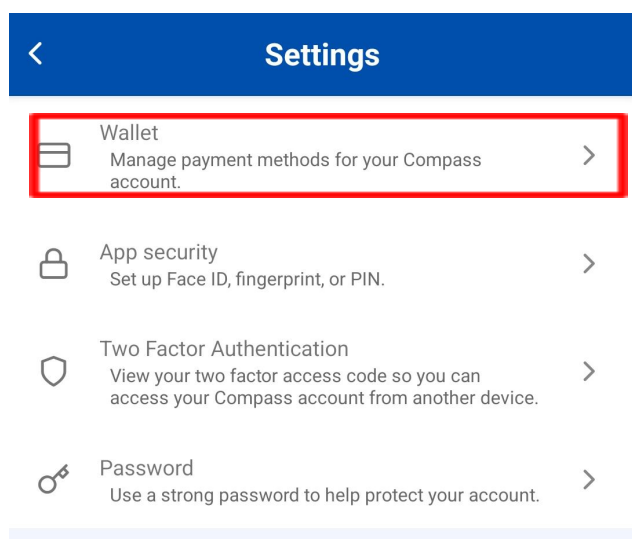
Select the “Settings” option from the list.

**If you don't have Wallet in the settings, use the “Open in Browser option as indicated*





From the Settings Menu, you can then select “Wallet”, and then “Add” a payment method and enter your card details as above.



Once this is complete, you will then be able to navigate to the payments centre to make payment for School Fees and Events.

**** If you do not have the Wallet option in Settings - then you will need to use the “Open in Browser” option (see above) from your menu and follow the steps for a desktop Computer.***