Topping up the meal account on the Parent Portal

To top-up a meal account on the Parent Portal dashboard, look under the **Accounts** section and click on the **Meals** line item.

This will take you to the payment details page. Click on **Top up account** to top up the meal account.

A slide over will load, where you can select the bill payer and payment amount. Please note the minimum payment amount is £2. You can choose to **pay now** or to add your payment to your basket to pay later.

If you choose to pay now, click on **Pay now** button. In the pop-up, add in your card details then click **Pay**.
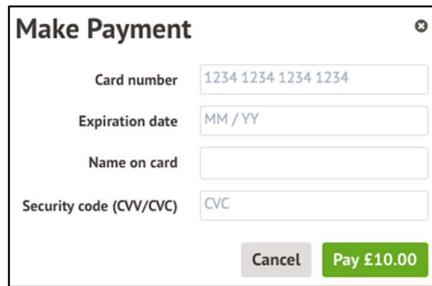
If authentication is needed for the payment, you will be prompted to authenticate the payment using the method of authentication your bank supports. This could be:

- an SMS code,
- your mobile banking app
- another method you have registered with your bank or credit card provider.

For example, here's what it may look like. (Please note, this is purely an example)

Once we've been able to confirm your identity, the payment will be completed and your card will be charged. You'll see confirmation that the transaction has been successful.
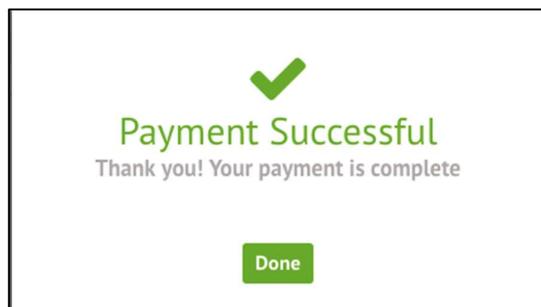
The meals balance will be updated to reflect the top-up right away.