**MAKE IT EASY** 



# AUTO-REPLENISHMENT

## WHAT IS AUTO-REPLENISHMENT?

it is a feature that you can program in Payschools Central so that when the account reaches a certain balance, it automatically transfers more money (replenishes) into the account. Never run out money.



EXAMPLE	
The lunch account has a beginning balance of	\$75.00
Your purchased meals totaled	\$33.00
After the purchases, the balance is	\$42.00
Auto-replenish activates when account hits a balance below (a balance level below)	\$20.00
Auto-replenish amount (amount to add to account)	+ \$30.00
New balance in lunch account after auto-replenish	\$42.00



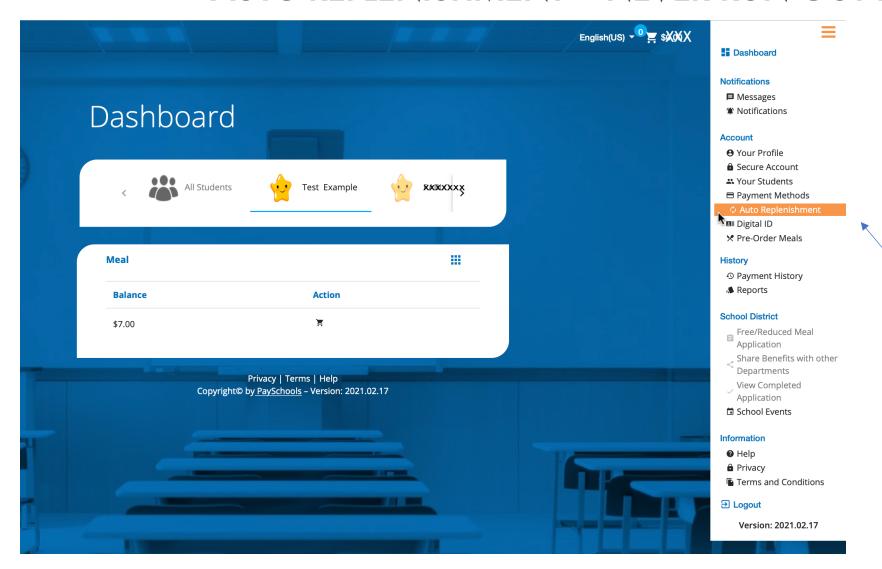
#### IMPORTANT: BEFORE programming AUTO-REPLENISHMENT

The Auto-replenishment will not work on an account that has less money than the amount set in the balance level.

Using the example above:

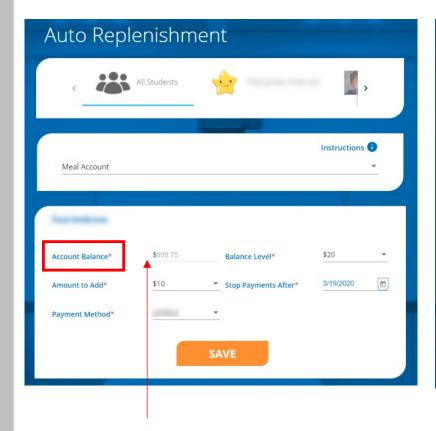
The account must have more than \$21.00 for the auto-replenishment to work.





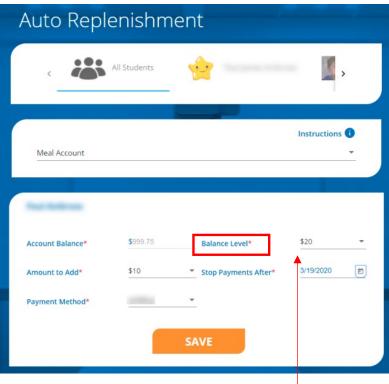
To set up auto-replenish: Click the Auto-Replenishment option in the Menu.





The "account balance" = is the amount in account at the time you set this up. It cannot be "0.0" or a negative balance.

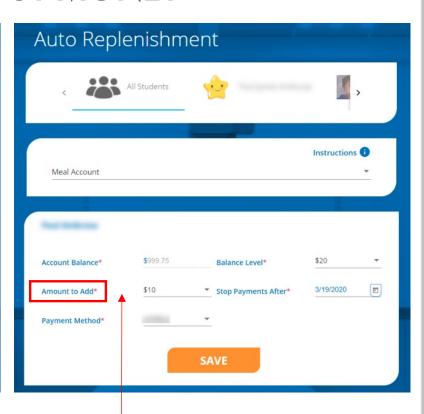
Auto-replenish WONT WORK on accounts that do not have enough funds.



"Balance Level" = amount in the account that activates the transfer of funds.

We suggest \$20.

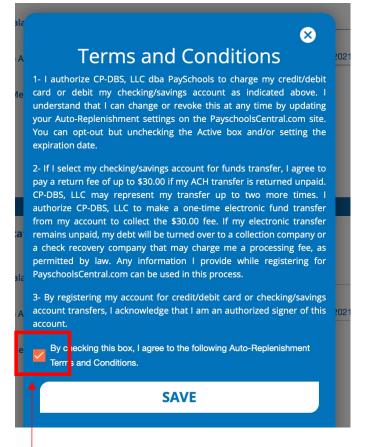
So, when the account hits below \$20 the auto replenish will activate



"Amount to Add"= amount that will be transferred into the account once it hits the "balance level" set before

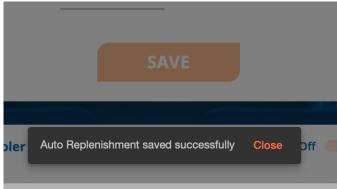
We suggest no less than \$30.00 or 40.00





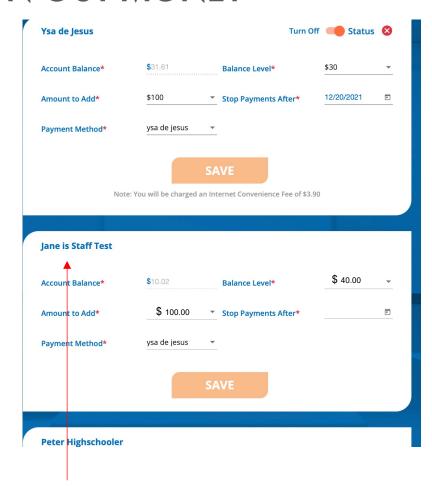
Check the "Terms and Condition box"

Click SAVE



A confirmation message below will appear.

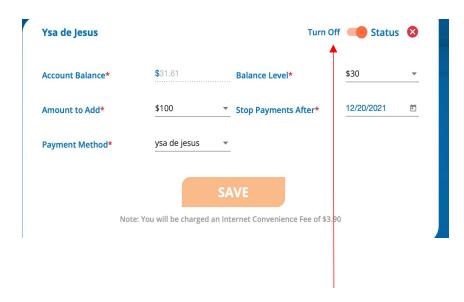
Click Close



Repeat for all students/staff in the account.

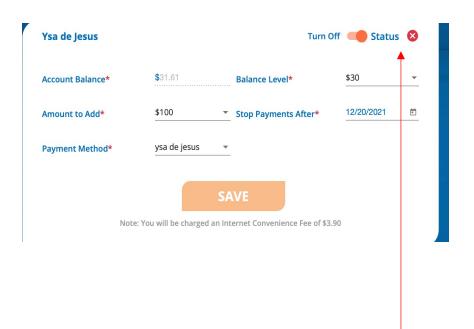
Programing auto-replenish for one students does not activate it for all.





An orange toggle will appear, which indicates auto-replenishment is ON.

To turn-off auto-replenish – move the orange toggle to the left. A message of confirmation will appear



Status indicates the auto-replenishment is ON but auto-replenish has not been triggered.

Status indicates the balance level is ON and the auto-replenish has been met and your account will be replenished that day.

