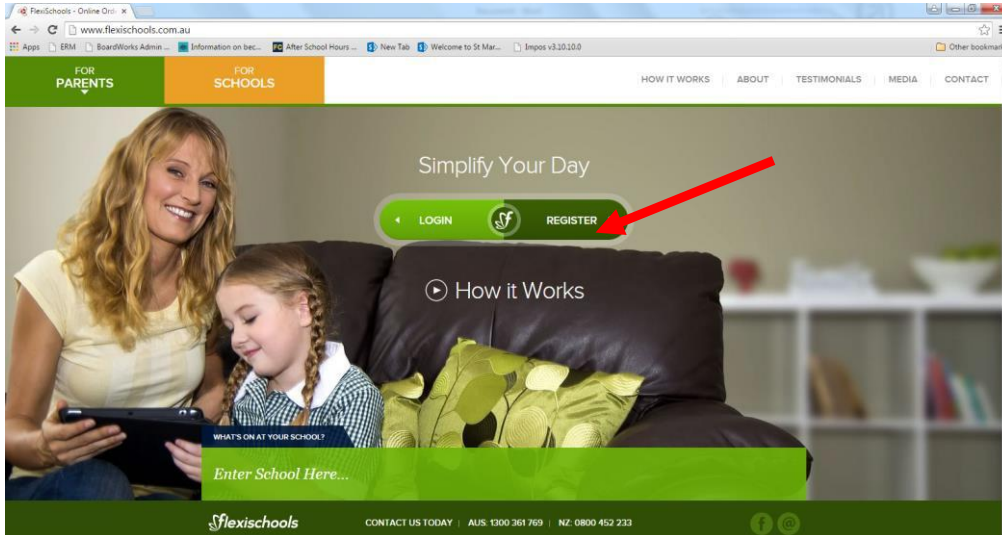


Instructions for setting up an account and linking your child's student ID card to your account

How to Register with Flexischools

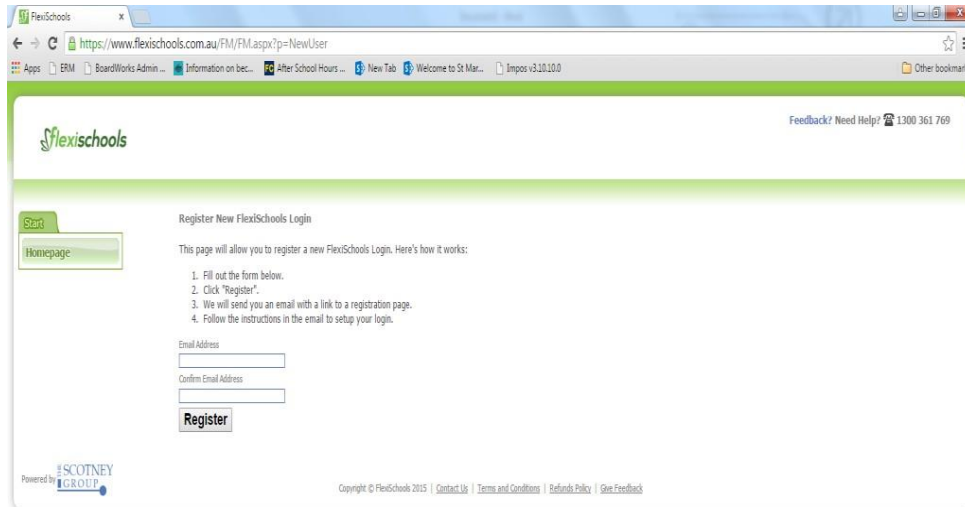
Step 1: Go to www.flexischools.com.au

- Click the Register button



Step 2: Enter an email address

- You will receive an email confirmation with a link to the registration page



Step 3: Follow the link from your email and complete the form and press submit

- Email from Flexischools:

Good Afternoon,

You are receiving this email because you have registered to use the Flexischools service at the Flexischools website. If you did not register, please ignore this email.

Once your account is set up, you will be able to use the Flexischools service as soon as your initial credit purchase is approved.

Click the following link to setup your account. If you cannot click it, copy and paste it into your browser's address bar.

<https://www.flexischools.com.au/FM/FM.aspx?ip=Registration&RegID=H4x8MAyRkX>

Note: this link will only work for the original recipient of this email. Do not forward to other people.

On the account setup page, you will be asked to specify a username and password of your choice and to provide us with your relevant contact information.

If you need any assistance at any time, with setting up your account, using the website, or if you have any questions about the food or the service, please don't hesitate to email us at help@flexischools.com.au or to call our Customer Service Line on 1300 361 769.

Kind Regards,

- Click on link in email above and complete the registration details. Your connection to the school is as a parent, so choose the 'I am a Parent' option

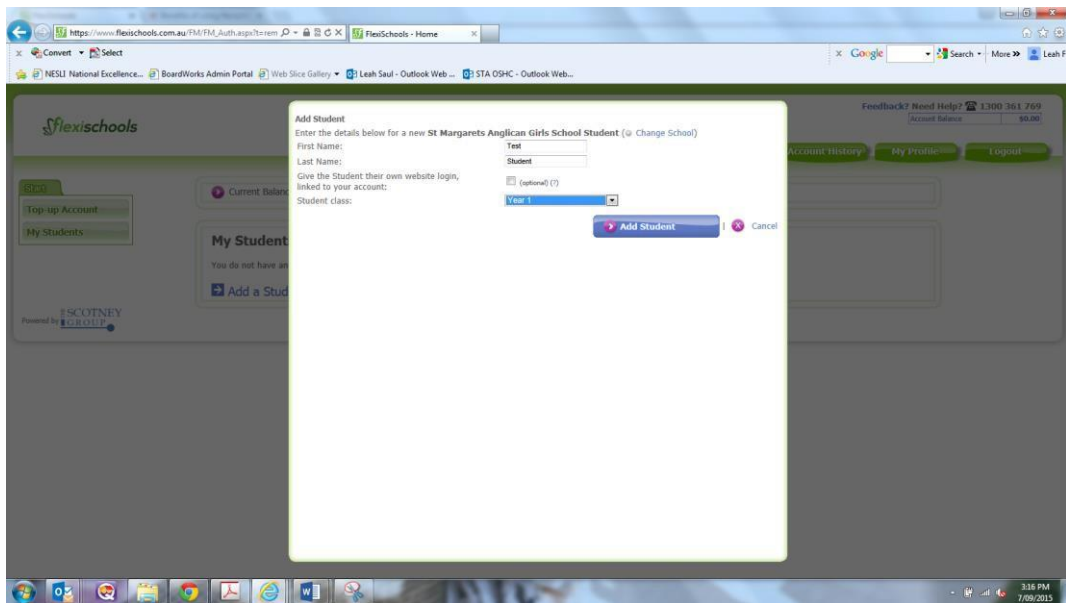
Complete all details

Step 4: Add a Student

- Click on 'add a student.'

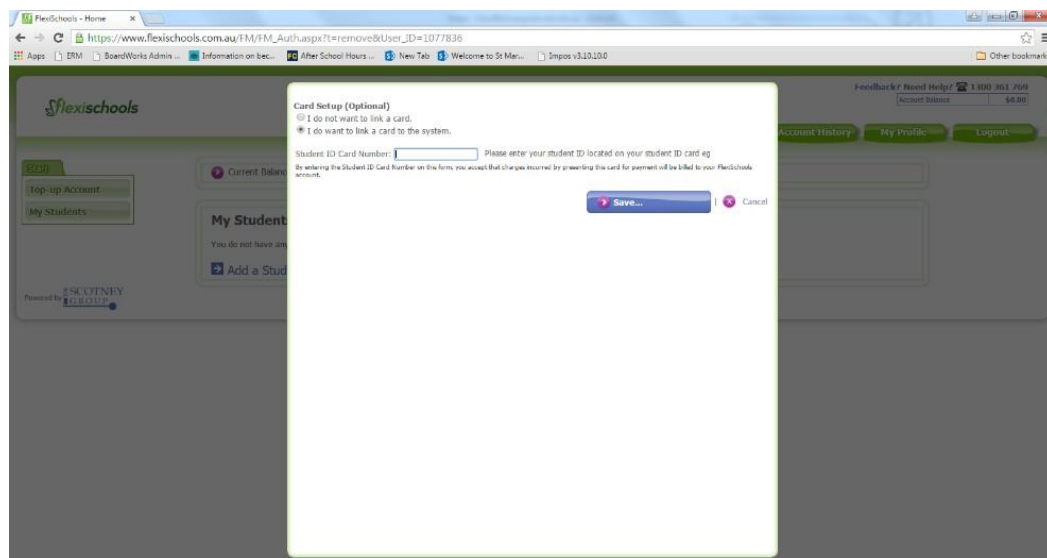
- The first step is to search for and select 'Genesis Christian College'. Enter 'Genesis' into the box and click the search button, then select 'Genesis Christian College' from the list.

- Enter your student details and choose your student's year/class. You can opt to give your student their own login and access to Flexischools online ordering. You can also opt to set a daily spend limit for your child. Click the **add student** button.



Step 5: Linking a Student Card

- Next and very important is linking your child's student ID card/number to this account. The student's ID Card/Number is **8 digits** in length and forms the beginning of their email address. Ensure you have checked 'I do want to link a card to the system' and enter the 8-digit barcode number into the '**Student ID Card Number**' Field. Click **Save**.

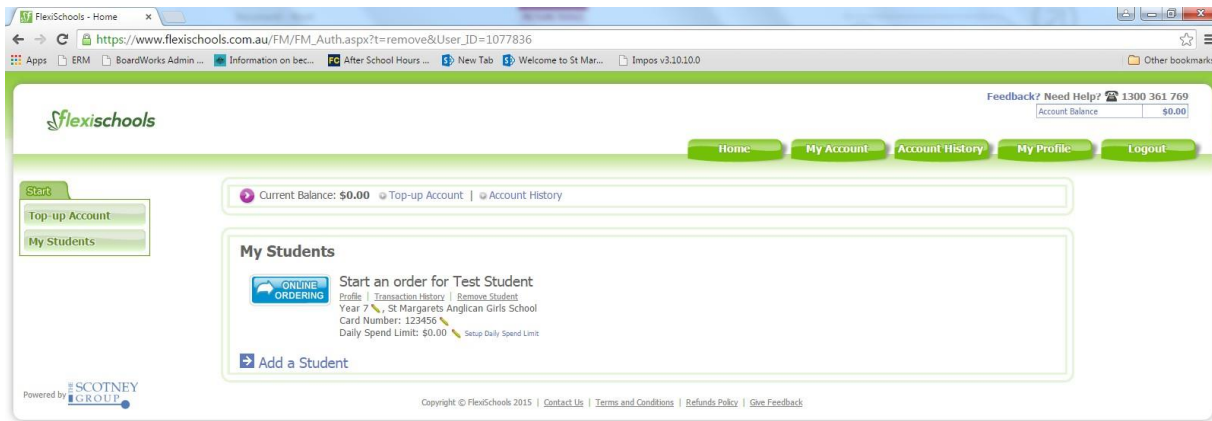


Connect your Student Card to Your Existing Account

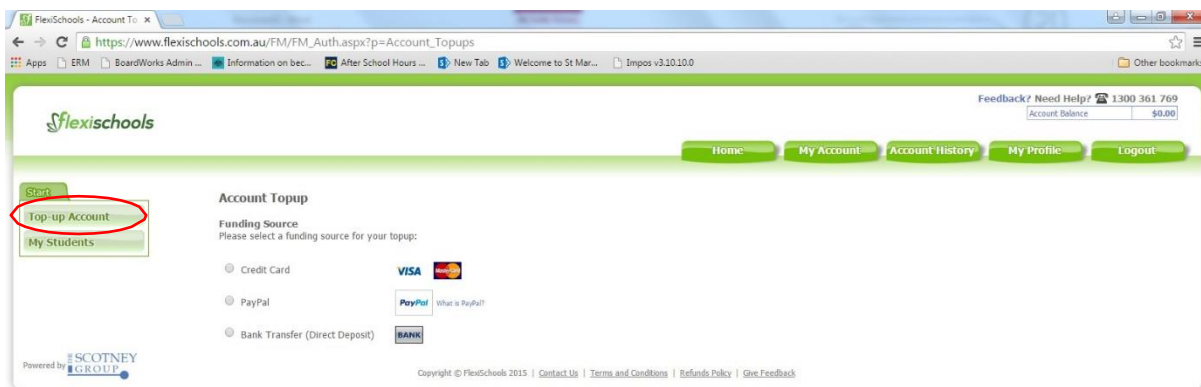
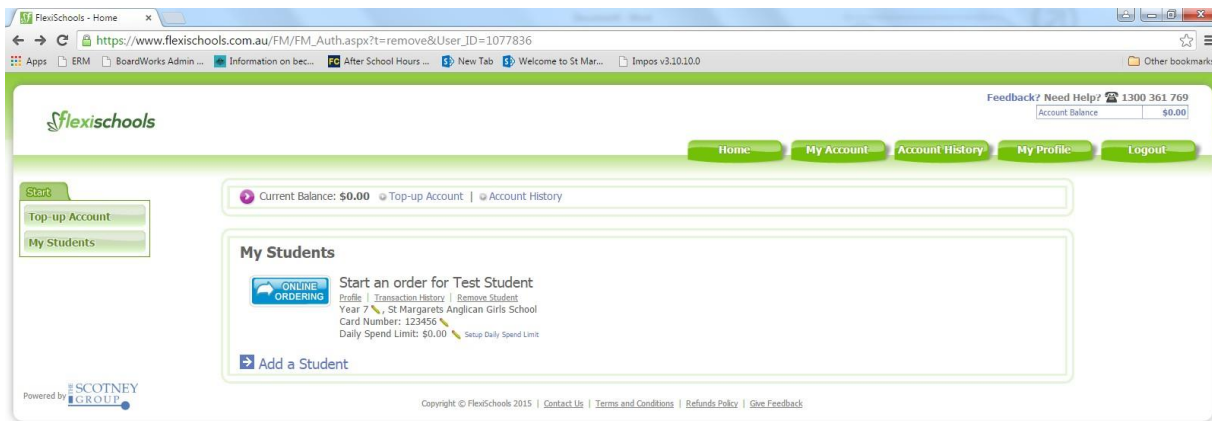
If you have already registered, you can link their student card/number to make payments at school. To do this, please sign into your account and update the student's details by selecting "I do want to link a card to the system" under card setup as shown above.

Step 6: Top-Up your Account

Once linked you will see the following screen:



You can now Top-up your Account:



To ensure that your student always has funds available, we recommend setting an automatic top-up from your credit card. You choose what the trigger amount will be and also how much it will top-up by each time. For example: You can choose to set your account to automatically top-up by \$20.00 whenever the balance is below \$10.00.

For further assistance, please call Flexischools on **1300 361 769**.