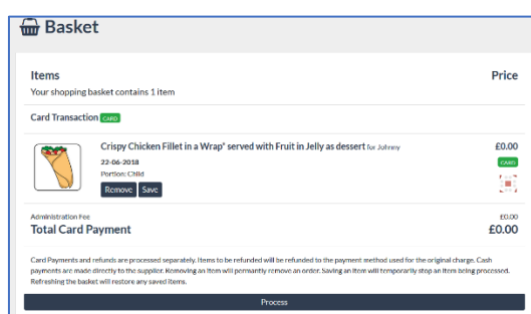


Payment Guide for My Evolve Hub: Primary Meals

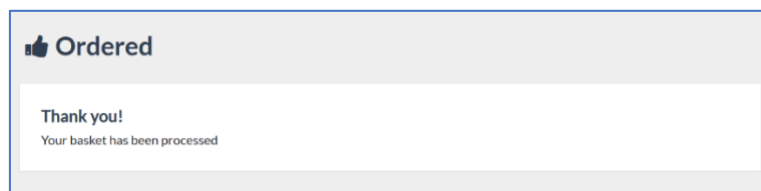
There are 2 ways to pay for your child's school meals when using Myevolvehub.com. Card online payment or Cash directly to the school.

Online Payments with Credit/ Debit/ PayPoint Card:

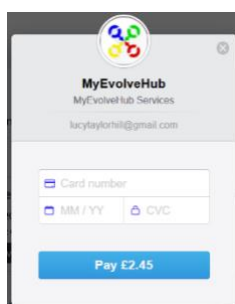
Once you have chosen all your meals click on the basket to make any payments and process your meal selections.



Click on Process, if you do not pay for your school meals you will see a message thanking you for your order



If you do pay for school meals you will be taken to the payment page.



After entering your card details you can choose for your card to be remembered. If you choose this option you will be asked to enter your phone number for security details.

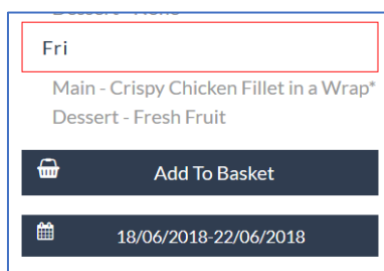
After your card has been processed you will see a message thanking you for your order.

Your basket will now be empty.

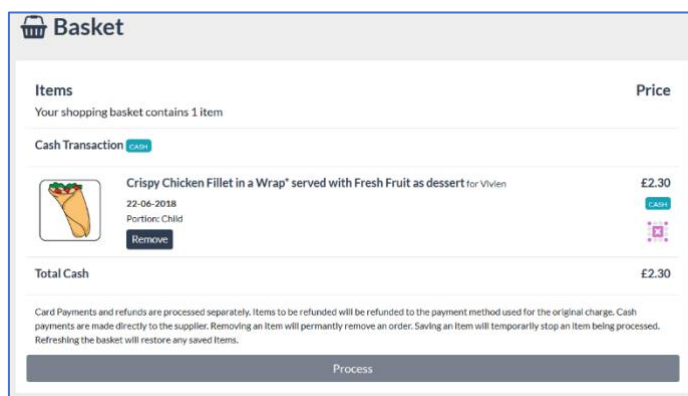
Cash Payments – FOR EXCEPTIONAL CIRCUMSTANCES AND BY PRIOR AGREEMENT WITH THE SCHOOL BUSINESS MANAGER:

Paying by cash needs to be agreed with and set up by your school, you cannot set yourself as a cash payer.

When paying by cash as soon as you click on the Add To Basket button the meals will be added to your basket AND sent down to the school meal system



The item in the basket will still show a price, even though you are not paying online, as you will need to know how much school for the



you owe the meal/s:

The process button is also greyed out as the meals have already been sent down to the meal system at the school.

The item/s will currently stay in the basket, so the day after the meal was meant to be taken you may see a message telling you this item is no longer valid. You can remove these items from the basket if you do not want to see them.

Removing the item from your basket will **NOT** cancel the meal, if you wish to cancel the meal please contact the school to cancel it for you.