

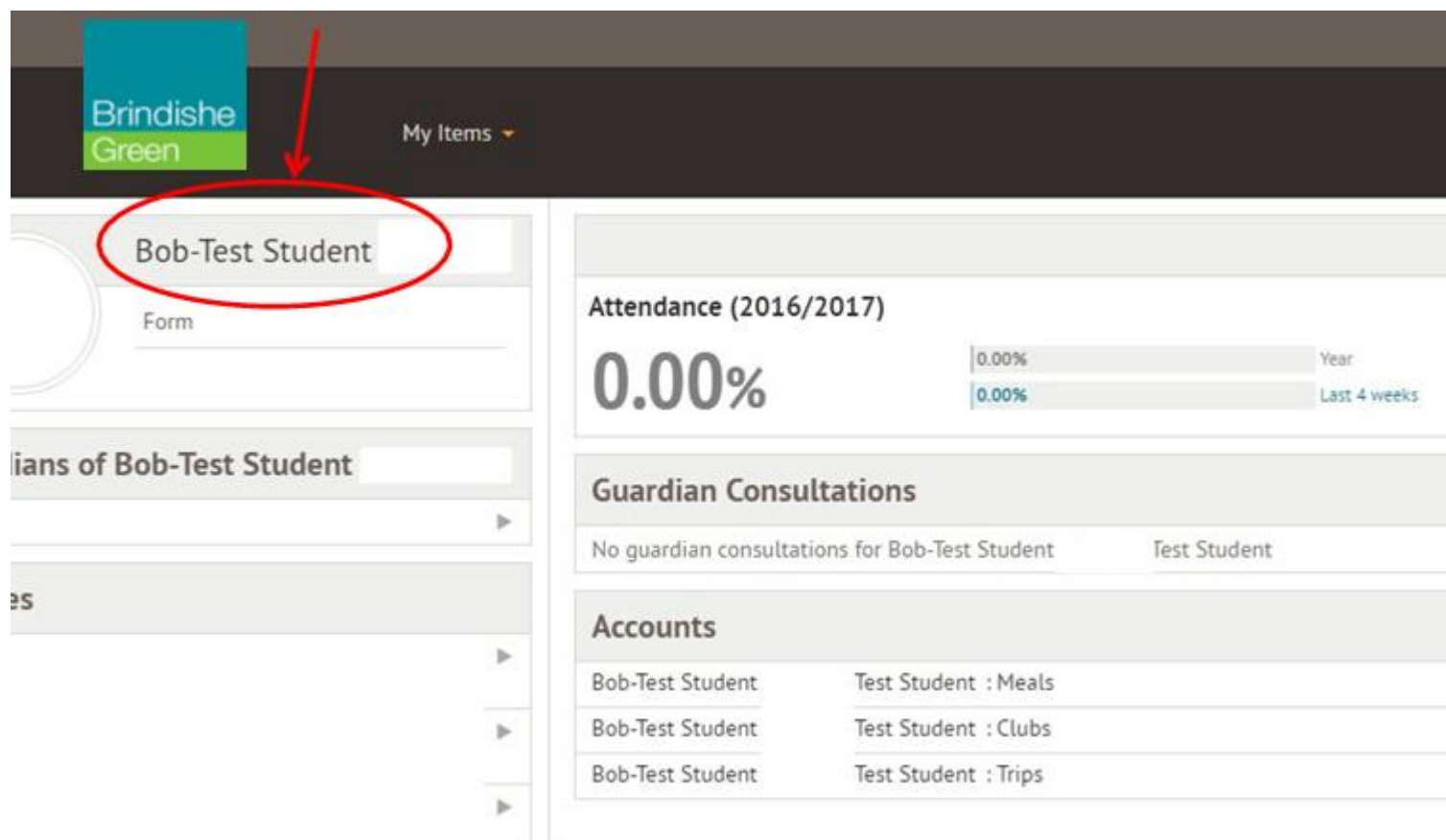
Making payments to pupil school meal balances in Arbor

To access Arbor Parent Portal:

- From a PC or laptop (please use Google Chrome browser) you will need to go to the school website green.brindisheschools.org and click on Arbor Parent Portal

- Login to the Arbor Parent Portal using your username and password

Click on your child's name (as circled below)



The screenshot displays the Arbor Parent Portal interface. At the top left is the Brindishe Green logo. To its right is a 'My Items' dropdown menu. Below the logo, the student's name 'Bob-Test Student' is displayed and circled in red. A red arrow points from the top navigation bar to this name. Below the name is a 'Form' field. To the right of the name, there are sections for 'Attendance (2016/2017)' showing 0.00% for both 'Year' and 'Last 4 weeks', 'Guardian Consultations' showing 'No guardian consultations for Bob-Test Student', and 'Accounts' listing 'Bob-Test Student' for 'Meals', 'Clubs', and 'Trips'.

Click on **Accounts > Meals, Clubs or Trips**

The screenshot shows a web interface for a student named Bob-Test Student. At the top left is the 'Brindishe Green' logo. To its right is a 'My Items' dropdown menu. Below the logo is a navigation sidebar with the following items: 'Dashboard', 'Overview' (highlighted with a green arrow), 'Calendar', 'Attendance', 'Activities', 'Report Cards', 'Accounts' (circled in red), 'Meals', 'Clubs', and 'Trips'. The main content area features a student profile header with a placeholder image, the name 'Bob-Test Student', and a 'Test Student' label with a male gender icon. Below the profile is a 'Notices' section.

Select Topup Account

Brindishe Green
My Items ▾
Sign out Arbor 0

Accounts

▾ Bob-Test Student | Test Student

▾ Meals

Payments

Invoices

Topups

Credit Notes

▾ Clubs

Invoices

▾ Trips

Invoices

Payment Cards

Free School Meals

Meals Balance: £0.00

Term

Autumn 2016 ▾

Topup account

Week Beginning	Monday	Tuesday	Wednesday	Thursday	Friday
1st Sep 2016	-	-	-	£0.00	£0.00
5th Sep 2016	£0.00	£0.00	£0.00	£0.00	£0.00
12th Sep 2016	£0.00	£0.00	£0.00	£0.00	£0.00
19th Sep 2016	£0.00	£0.00	£0.00	£0.00	£0.00
26th Sep 2016	£0.00	£0.00	£0.00	£0.00	£0.00
3rd Oct 2016	£0.00	£0.00	£0.00	£0.00	£0.00
10th Oct 2016	£0.00	£0.00	£0.00	£0.00	£0.00
17th Oct 2016	£0.00	£0.00	£0.00	£0.00	£0.00
24th Oct 2016	£0.00	£0.00	£0.00	£0.00	£0.00
31st Oct 2016	£0.00	£0.00	£0.00	£0.00	£0.00
7th Nov 2016	£0.00	£0.00	£0.00	£0.00	£0.00
14th Nov 2016	£0.00	£0.00	£0.00	-	-
21st Nov 2016	-	-	-	-	-
28th Nov 2016	-	-	-	-	-
5th Dec 2016	-	-	-	-	-
12th Dec 2016	-	-	-	-	-

Term total payments amount:

Enter Payer information and amount > click **Top-up Account**

Top-up Account

Card Prepayment Details

Customer account	Bob-Test Student	-Test Student
Account type	Meals	
Bill payer*	<input type="text"/>	
Cards ⓘ	<input type="text" value="Leave blank to enter card details later"/>	
Payment amount*	<input type="text" value="£ 10.00"/>	
Narrative ⓘ	<input type="text" value="School Meal Credit"/>	

Enter card information > **Pay**

[« Back](#) **Top Up By Card**

Prepayment Summary

Customer Account	Bob-Test Student	-Test Student
Bill Payer		
Amount	£10.00	
Narrative	School Meal Credit	

Card Details

Name on card

Card Number

Card CVC

Expiry month ▼

Expiry year ▼

Save this card

[Cancel](#) [Pay](#)