

Manual

**Sodexo Afnorth
International
School Tag
as method of payment**

Juni 2017

Contents

Manual Sodexo Afnorth International School Tag as method of payment	Error! Bookmark not defined.
1. Registering and revaluing your Sodexo Afnorth International School Tag	3
1.1 Step 1: the web portal	3
Klick at the bottom of the page "Register here if you are a new user" to register as a new user.	3
1.2 Step 2: Registration	4
1.3 Step 3: Confirm registration	5
1.4 Step 4: Automatic reload	6
1.5 Step 5: Reload	9
2. Add additional Sodexo Afnorth International School Tag to your account	10
2.1 Reload	10
2.2 Transfer credit to different Sodexo Afnorth International School Tag	10
3. View transactions	11
4. Change personal information	11
4.1 Change E-mail address	11
4.2 Change password	11
5. Block Sodexo Afnorth International School Tag	12
6. Reverse block of Sodexo Afnorth International School Tag	12
7. Log out	12
8. General questions	13
8.1 What is the maximum credit that I can put on my Sodexo Afnorth International School Tag?	13
8.2 What is the maximum daily amount I can put on my Sodexo Afnorth International School Tag	13
8.3 There is not enough credit on my Sodexo Afnorth International School Tag, can I still make payments?	13
8.4 Where can I find the web page to look at my personal information?	13
8.5 What is the registration code?	13
8.6 I lost my Sodexo Afnorth International School Tag or my Sodexo Afnorth International School Tag got stolen, what do I do now?	13
8.7 I lost my Sodexo Afnorth International School Tag but now I found it again.	13
8.8 I want to hand in my Sodexo Afnorth International School Tag	14
8.9 The student has forgotten his Sodexo Afnorth International School Tag but wants to eat at the restaurant. What to do?	14

Manual Sodexo Afnorth International School Tag as method of payment

The Sodexo Afnorth International School Tag enables you to pay at the restaurant of the Afnorth School with your Sodexo Afnorth International School Tag. In order to be able to pay, you offer your Sodexo Afnorth International School Tag at the register. When you place your tag in front of the reader, the amount to be paid will be taken out of your account. In order to do this, you will have to make sure to put money on your Sodexo Afnorth International School Tag. You can look at your account credit at the web portal. In order to do this, you need to register your account. This manual will explain how to get ready in order to use your Sodexo Afnorth International School Tag as a means of payment.

1. Registering and adding credit to your Sodexo Afnorth International School Tag

You can add credit to your Sodexo Afnorth International School Tag through an online [webportal](#) on internet. You will need:

- Registratie code. You received this through the mail.
- A credit card or a dutch or german debit card.

1.1 Step 1: The web portal

Please visit <https://qpay.quarto.nl/Portal>

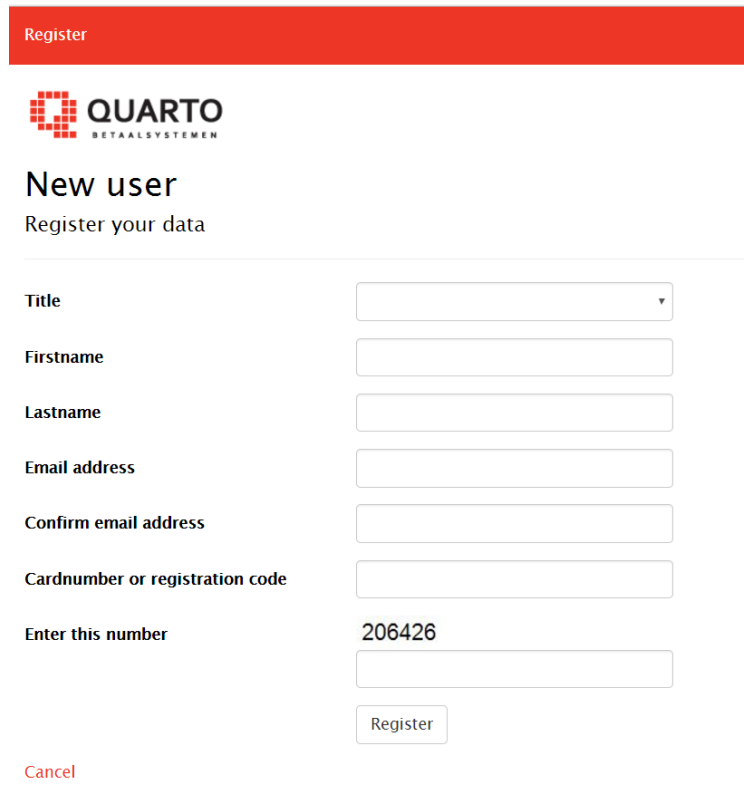
You will be visiting the website of Quarto payment systems.

This is what the website looks like:

Klick at the bottom “Register here if you are a new user” to register as a new user.

1.2 Step 2: Registration

After the option to register as a new user, you will see the screen where you can add your personal information:



The screenshot shows a registration form for QUARTO. At the top, there is a red bar with the word "Register" in white. Below this is the QUARTO logo, which consists of a red square icon made of smaller squares, followed by the text "QUARTO" in a bold, sans-serif font and "BETAALSYSTEMEN" in a smaller font below it. The main heading is "New user" in a large, bold font, with the sub-heading "Register your data" below it. The form contains several input fields: "Title" (a dropdown menu), "Firstname", "Lastname", "Email address", "Confirm email address", "Cardnumber or registration code", and "Enter this number" (with the value "206426" pre-filled). There is a "Register" button at the bottom right and a "Cancel" link in red text at the bottom left.

Please add all of your information:

Title: Choose option by clicking on drop down menu.

First name: Please add your first name.

Last name: Please add your last name.

E-mail address: Please add the email address you use most frequently. This email address is also your user name.

Confirm e-mail address: Please enter your email again to confirm.

Registration code: Please add the 8 numbers of your registration code, which you received from Afnorth International School.


After you have added all of your information, please click "Register".

You will now receive a confirmation email at the email address you provided.

1.3 Step 3: Confirm registration

Please click the link you have received in your confirmation email to activate your account and then the system will require you to set a password. Please confirm your password by entering it a second time.

Registrer


QUARTO
EXTRA LYS LUCH

New user

Enter your password here

Password	<input type="password" value="....."/>
Confirm password	<input type="password" value="..... "/>
	<input type="button" value="Save"/>

[Cancel](#)

Please click "save" after you have entered your password.
From now on you can use <https://qpay.quarto.nl/Portal> to log in on the portal with your email address and password.

Do you want to register an additional tag to the same account? In chapter 2 you will find the information to add an **additional** Sodexo Afnorth International School Tag to your account.

1.4 Step 4: Automatic Reload

If you decide to activate "Automatic Reload", it will not be necessary to periodically add credit to the Sodexo Afnorth International School Tag through iDeal or credit card payment. You can register when and by how much you want to increase your balance. You will be assured that there is always enough balance on your Sodexo Afnorth International School Tag and you will prevent not being able to buy lunch because of an insufficient balance.

In order to use automatic reload you choose "Activate automatic reload".

My cards My transactions Charge LogOff

NL | EN | FR

QUARTO

Card overview

Activate auto-reload

Register new card

Cardnumber or registration code	Description	Active?	Balance	Last transaction
Details 105_3863913840	Your description	<input checked="" type="checkbox"/>	€ 0,00	01-01-1999 23:59:59 Change Block

Then you will start the activation process. You can view this on the next screen. Here you will find a link to the conditions and you will have to agree to the conditions in order to proceed.

My cards My transactions Charge LogOff

NL | EN | FR

QUARTO

Auto reload

Important

fvfty ffhmv fk,kgvx grtkki iolo jk jgf di sswwm lpo ggb jyin ,lomv wgerh ,mny tddgm,p yukilmg ullll, fvrn sgrjnvdbv jjkn hvcsvb kjnbkrdfv lrgeb k ethgbvlb esvfb dflgbkg dkb bh h. dffbb [here](#) dgdgnfhfn rnfhnjm.

I agree

Next

Cancel

Now you will see the following screen.

My cards My transactions Charge LogOff

NL | EN | FR

QUARTO
BY SODEXO

Reload

Select the amount to reload

Amount
€ 15.00

Next

Cancel

Select the amount you want to load on your card for the first time. This amount will be added to your Sodexo Afnorth International School Tag balance and it will also be used to couple the bank account of the Sodexo Afnorth International School Tag holder. Next you need to choose your bank and the iDeal or credit card transaction will start.

You can now view the amount, the name of your bank and the name on the contract. Depending on the bank of the Sodexo Afnorth International School Tag holder it will take between 8 and 17 days for the amount to be added to the account of the Sodexo Afnorth International School Tag holder. If the payment is succesful, you will see "reload succesfull" on the screen.

My cards My transactions Charge LogOff

NL | EN | FR

QUARTO
BY SODEXO

Reload is succesfull

Auto reload

You can enter your settings for auto reload

Next

You can now add settings for the Automatic Reload.

[My cards](#) [My transactions](#) [Charge](#)



Edit card

Description

Auto reload on



Under which balance, auto reload can be done?

Amount auto reload

What is the maximum amount per month to auto reload?

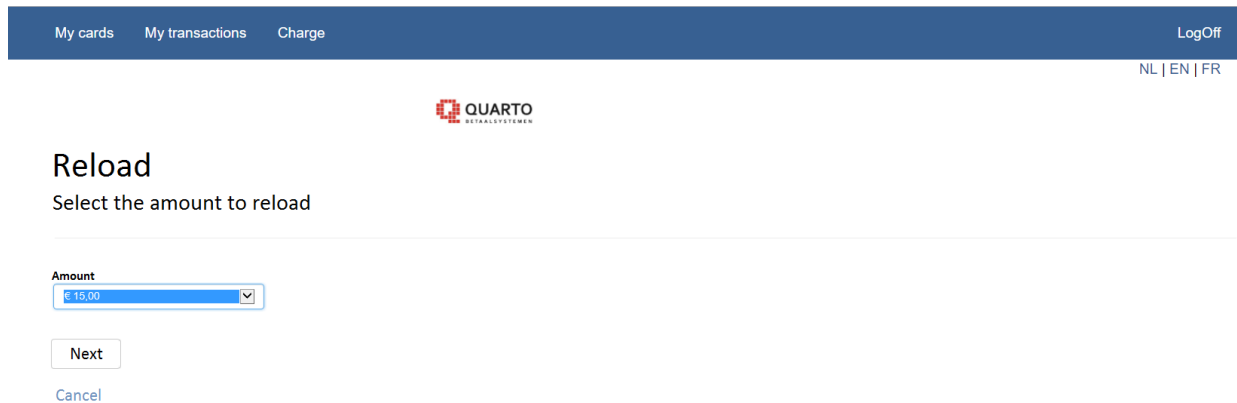
[Back to index](#)

1.5 Step 5: Adding balance

If you have chosen Automatic Reload, you can skip step 5.

If you do not want to use the automatic reload, you will have to add balance to your Sodexo Afnorth International School Tag periodically. If you prefer this option, you will run the risk of running out of balance in order to buy lunch with your Sodexo Afnorth International School Tag.

If you choose to reload your balance periodically, you will first have to log on and through the option "reload" you can add balance through iDeal or credit card.



The screenshot shows the 'Reload' page of the QUARTO system. At the top, there is a dark blue navigation bar with links for 'My cards', 'My transactions', 'Charge', and 'LogOff'. Below the navigation bar, the QUARTO logo is centered. The main heading is 'Reload', followed by the instruction 'Select the amount to reload'. A dropdown menu labeled 'Amount' is set to '€ 15.00'. Below the dropdown are two buttons: 'Next' and 'Cancel'.

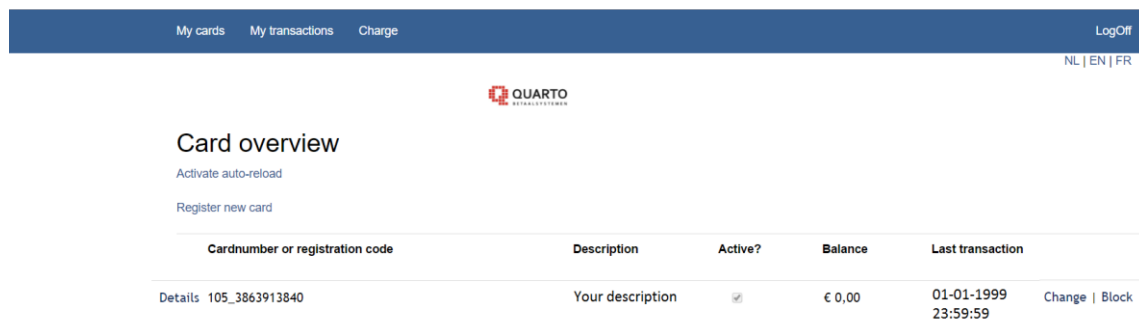
Select the amount you want to add to your balance. After choosing the amount, the iDeal or credit card option will be given. Please follow the instructions in order to finalize your payment.

2. Adding another Sodexo Afnorth International School Tag to your account

You have the possibility to add additional Sodexo Afnorth International School Tags to your account. In order to do this you will have to sign in at

<https://qpay.quarto.nl/Portal>

After you have signed in, please go to "My Passes". Here you will find the Sodexo Afnorth International School Tag(s) that are already registered to your account.



Cardnumber or registration code	Description	Active?	Balance	Last transaction
Details 105_3863913840	Your description	<input checked="" type="checkbox"/>	€ 0,00	01-01-1999 23:59:59

Please click on "Register new pass" in order to register a new Sodexo Afnorth International School Tag.

Add the registration code of the Sodexo Afnorth International School Tag that you want to add and click "register".

When the change has been processed, you will see that the next Sodexo Afnorth International School Tag has been added. You can repeat these steps until you have registered all of your Sodexo Afnorth International School Tags. If you click on "change description" you can add a personal identification (for example your child's name) to the Sodexo Afnorth International School Tag. This can be of help when you want to distinguish the Sodexo Afnorth International School Tags at a later time, for example when you want to reload them.

2.1 Reload

Once you have logged on, you can choose the tab "Reload" in order to add balance to your account through iDeal or credit card.

If you have added several Sodexo Afnorth International School Tags to your account, you can select the Sodexo Afnorth International School Tag that you want to reload. Then you will select the amount you want to add to the tag and you will be able to choose iDeal or credit card payment as an option. Follow the instructions of the iDeal or credit card website to finish your payment.

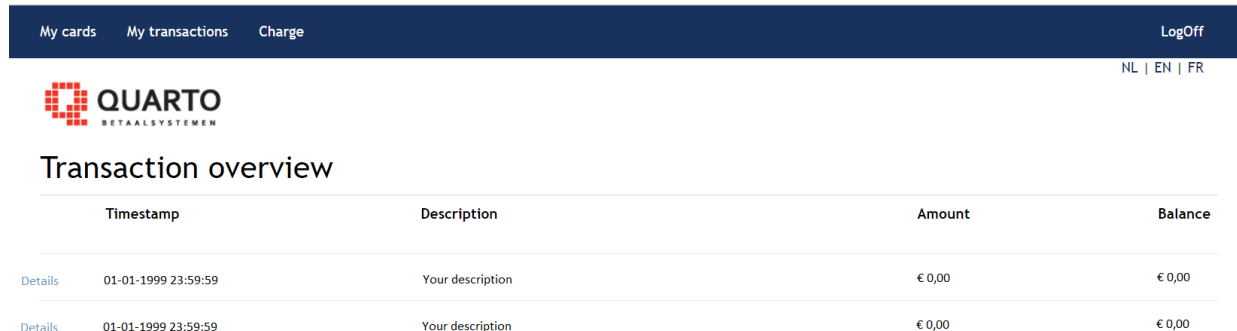
2.2 Booking balance to another Sodexo Afnorth International School Tag

If several Sodexo Afnorth International School Tags are registered to your account, you can book transfer balance from one tag to the other. This is useful if you have lost possession of a tag. It is only possible if one of your other tags have a positive balance. In order to do this you click on "transfer".

In the top screen you can select the Sodexo Afnorth International School Tag from which you are going to transfer the balance and in the second screen you select the Sodexo Afnorth International School Tag that the balance has to be transferred to. At the amount field you can choose which amount you want to transfer. Once you click "continue" your transfer will be finalized.

3. View transactions

Under the tab transactions you will find all the transactions including date, time, registration code, description (if applicable), amount and remaining balance. For more detailed information you can choose "details" and you can then choose the line that you want additional details from.



	Timestamp	Description	Amount	Balance
Details	01-01-1999 23:59:59	Your description	€ 0,00	€ 0,00
Details	01-01-1999 23:59:59	Your description	€ 0,00	€ 0,00

4. Changing personal information

By clicking on the name at the top right hand corner of the screen, you will be able to go to the personal information screen.

The option "change my information" can be used to adjust your personal information.

4.1 Change email address

This option can be used to change the email address. After the new email address has been added to both fields and the change has been initiated by clicking on the "change" option, the new email address will be used within the system. If there is a difference in the input of one of the address, an error message will appear.

4.2 Change password

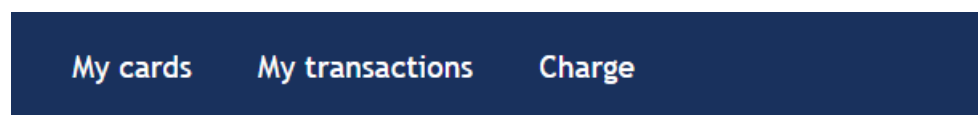
This field will provide the option to activate a new password. An email will be sent with a link in order to change the password within the registered email address. By clicking on the link you will be directed to a new screen. Here you will have to add your new password twice and then you need to click on "save".

5. Blocking your Sodexo Afnorth International School Tag

In case of loss or theft you need to block your Sodexo Afnorth International School Tag as soon as possible to prevent someone else from using it.

A Sodexo Afnorth International School Tag can be blocked by choosing the option "block" in your account.

You will then be asked if you are sure you want to block your Sodexo Afnorth International School Tag. You will immediately receive notification that your Sodexo Afnorth International School Tag has been blocked. You also need to notify **loket** (Business Office w phone number???) Afnorth International School.



Block card

Card to be blocked data

Cardnumber or registration code	105_3863913840
Description	

Are you sure to block this card?

[Cancel](#)

6. Removing block from Sodexo Afnorth International School Tag

If you thought you had lost your Sodexo Afnorth International School Tag and then you find it again, there is a chance that you have already blocked the tag. You can only removing the block of the Sodexo Afnorth International School Tag by getting in touch with the Business Office employees of the Afnorth International School. Please contact **the Business Office** Neem hiervoor contact op met het **loket** van Afnorth International School.

7. Ending session/log off

If you want to end your session, please click on the log off option. This will end your session automatically.

8. General questions

8.1 Is there a maximum balance I can put on my Sodexo Afnorth International School tag?

There is no limit for the Sodexo Afnorth International School Tag.

8.2 Is there a limit to how often I can upload balance to my Sodexo Afnorth International School Tag?

Through access of the web portal you can decide which amount you want to choose for the automatic upload. If you decide to add balance at your own convenience, you can do so whenever you need to.

8.3 There is an insufficient balance on my Sodexo Afnorth International School Tag, can I still make payments?

If you have chosen to use the Automatic Reload option, your balance will be uploaded automatically during the payment. Your balance will be sufficient if the automatic upload amount is higher than the payment.

If you do not choose the automatic upload, you cannot make payments with your tag if your balance is insufficient.

8.4 Where can I find the webpage to look at my information?

Please visit the following site <https://qpay.quarto.nl/Portal> in order to view your information of your Sodexo Afnorth International School Tag(s).

You can also reload your balance and make adjustments to your personal information.

8.5 Where will I get the registration code?

The registration code will be issued by Afnorth International School.

8.6 I have lost my Sodexo Afnorth International School Tag or my Sodexo Afnorth International School Tag got stolen, now what?

If you have lost your Sodexo Afnorth International School Tag, then you can visit our website <https://qpay.quarto.nl/Portal> in order to block your tag so it cannot be used by someone else. You have to log on to our website and use the manual in order to block a Sodexo Afnorth International School Tag.

You also need to inform the Business Office at Afnorth International School immediately.

8.7 I lost my Sodexo Afnorth International School Tag but now I found it again.

If the Sodexo Afnorth International School Tag has been blocked by you or by an employee of Afnorth International School, you can get in touch with the Business Office at Afnorth International School. They will take the block off your Sodexo Afnorth International School Tag.

8.8 I want to hand in my Sodexo Afnorth International School Tag.

You can visit the Business Office at the Afnorth International School in order to hand in your Sodexo Afnorth International School Tag. **Please be aware that the remaining balance will not be returned.**

8.9 The student has forgotten his/her Sodexo Afnorth International School Tag but still wants to eat at the restaurant. What to do?

The student can visit the Business Office at the Afnorth International School. They will give the student a not with a code that can be handed in at the register. The costs of the meal will be taken aout of the Sodexo Afnorth International School Tag account manually. This is a temporary solution.