

# MyChildAtSchool - Cashless Catering Top-Up Guide

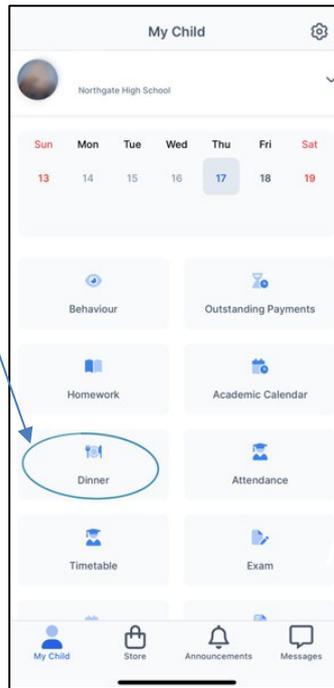
This guide contains separate instructions for the **MCAS app** and the **MCAS website**.

If you have not yet activated your Bromcom MCAS account, please follow the instructions on the Northgate website here:

<https://www.northgate.suffolk.sch.uk/site/data/files/bromcom/042FE40C60501DD2C886C5CDD3534D0C.pdf>

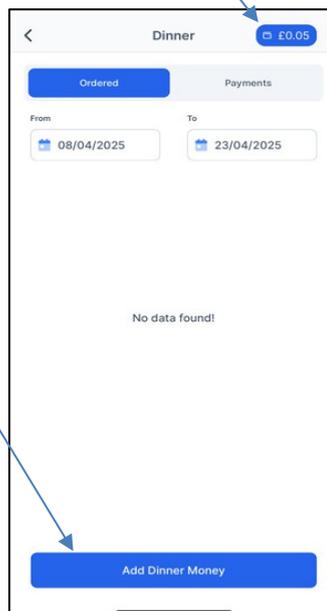
For the **MyChildAtSchool App**, please follow the steps below:

1. Log into the app and click on **Dinner**.

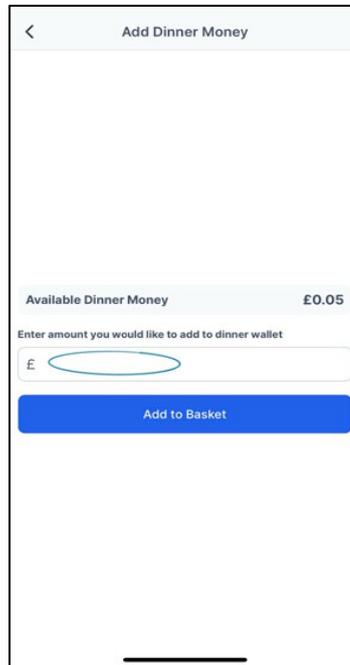
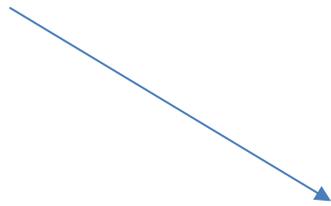


2. In the top right you will see your child's current balance.

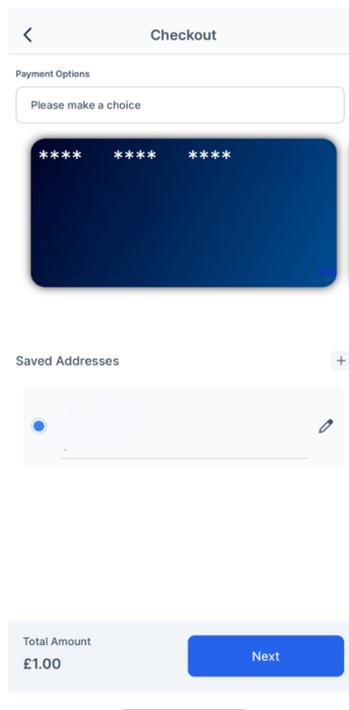
Click **Add Dinner Money**.



3. Input the amount that you wish to top-up and then **Add to Basket**.

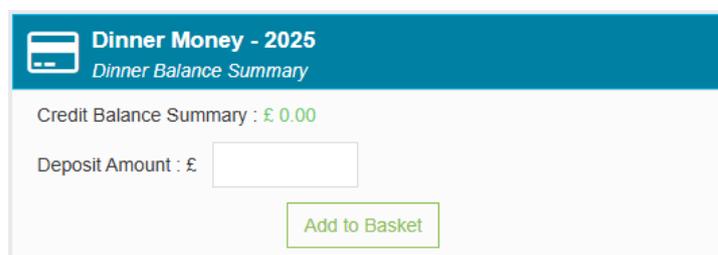


4. On the next page, fill out your debit/credit card details.

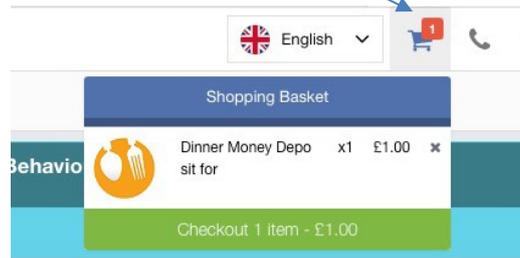


For the **MyChildAtSchool website**, please follow the steps below:

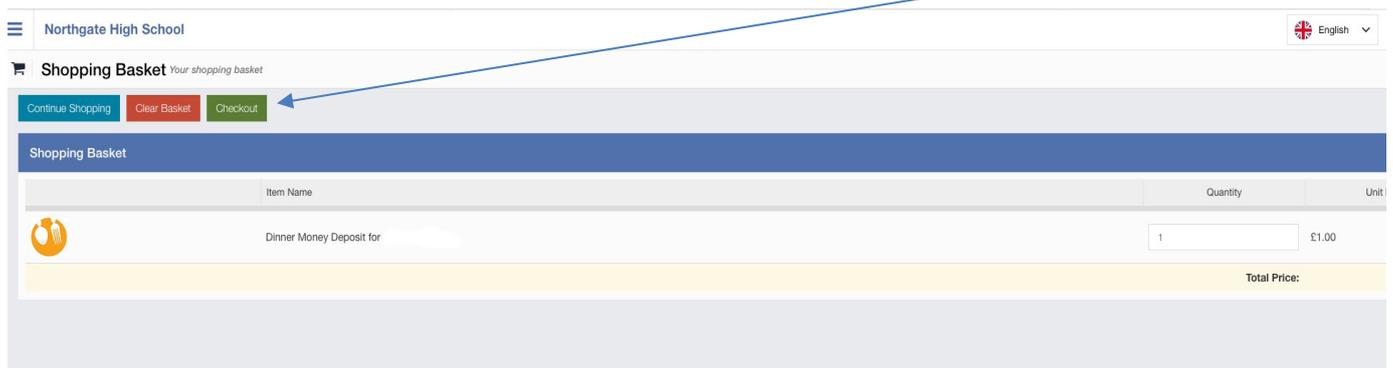
1. Log into the MyChildAtSchool website. You will see the **Dinner Money** section which displays the current balance. Enter the amount that you wish to top-up and **Add to Basket**.



2. In the top right of the screen you will find the shopping basket. To add funds, click here, then on **Checkout**.



3. In the **Shopping Basket**, please confirm the amount you wish to top-up by clicking **Checkout**.



4. In the **Checkout**, please fill out your credit/debit card details, then **Confirm & Pay**.

