

Wallet

Knowledge Base > Wallet

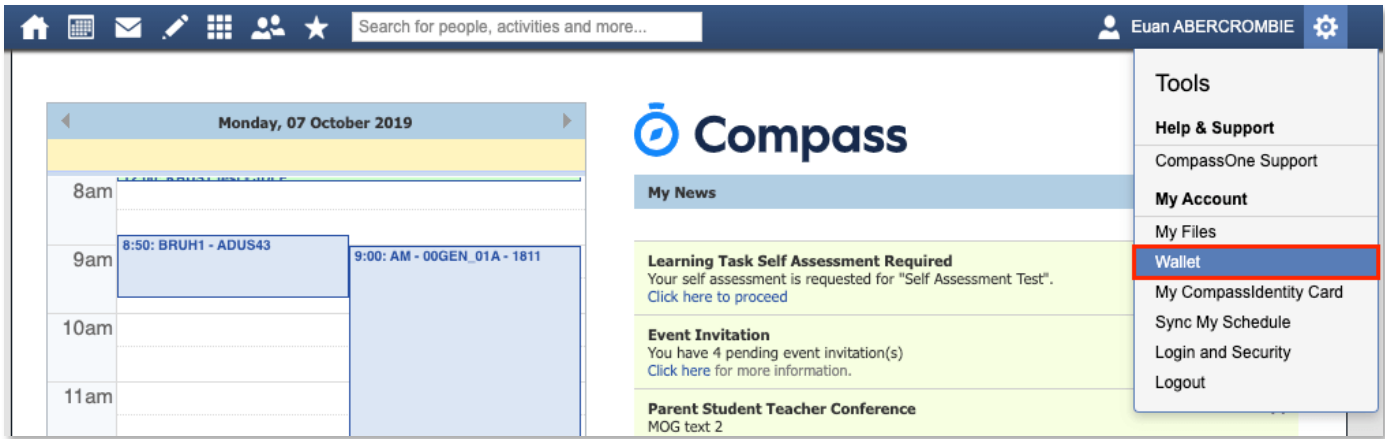
Overview

Wallet combines a user's Compass Account, the Accounts of any linked family members (for parents), and the user's linked credit cards in one central, secure location. These can be all used to pay for different school services inside Compass.

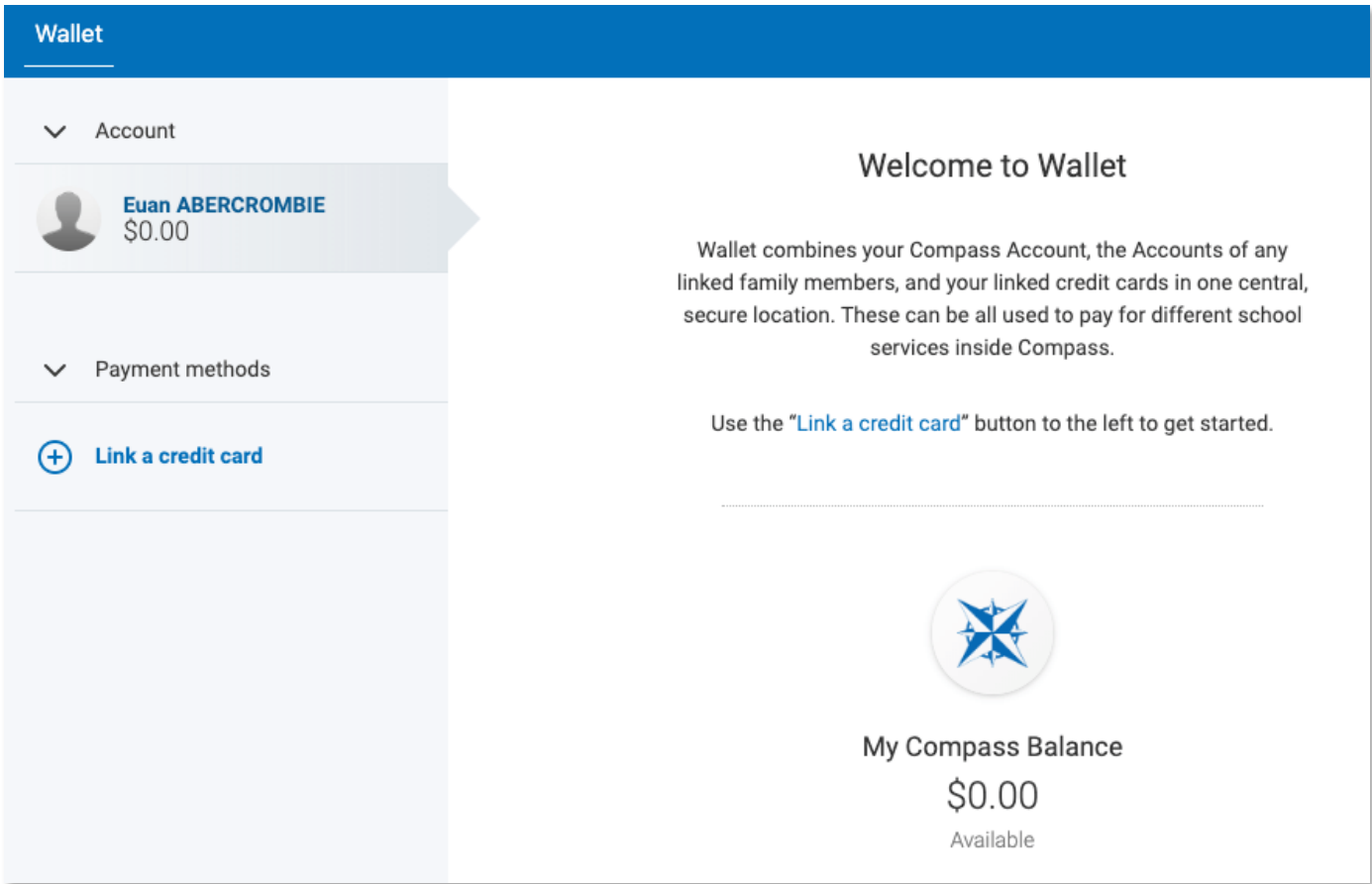
A user's Compass Balance is linked to their staff/student Compass Identity Card.

Wallet - For Students

Students can access their Wallet information under the Tool menu (cog icon).



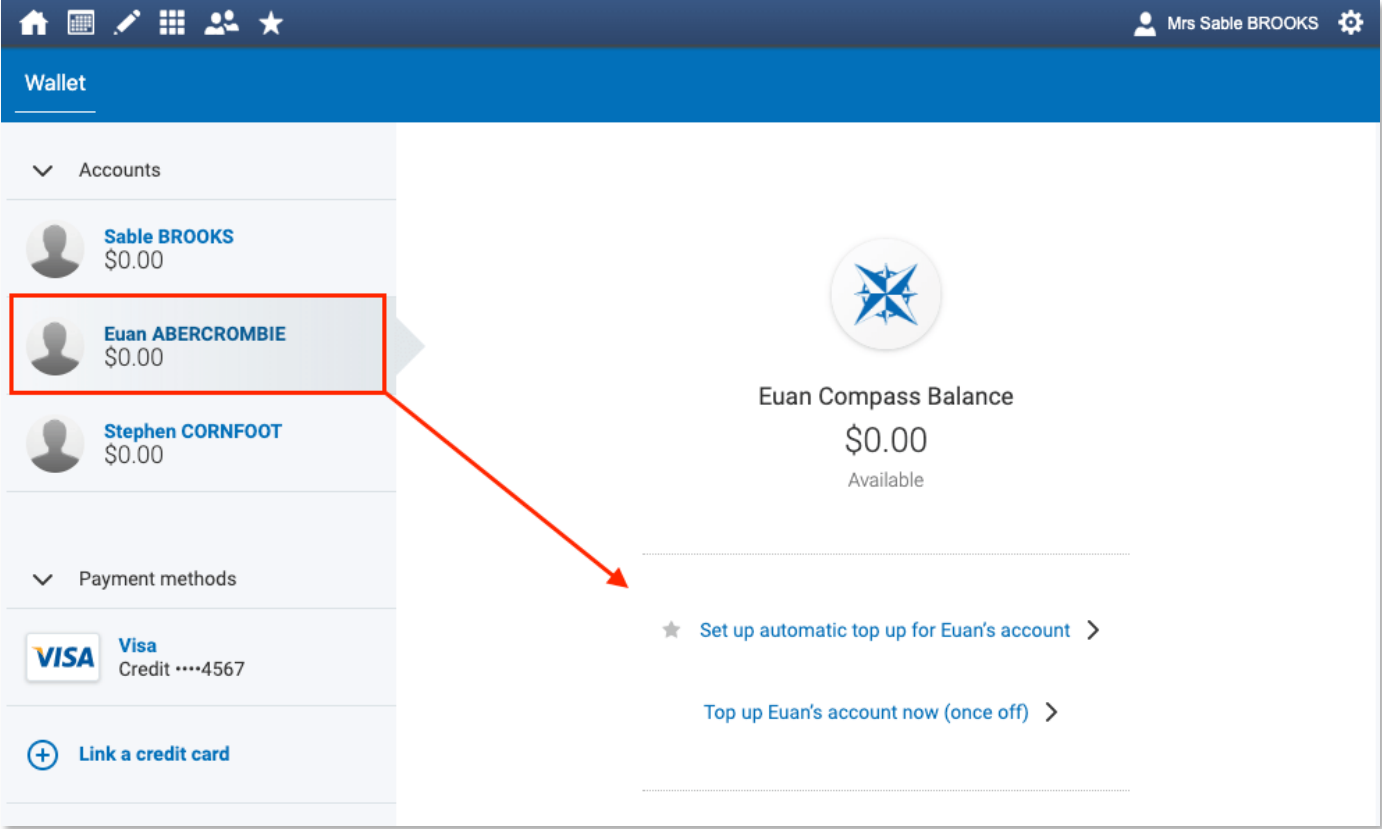
They will see their current Compass Balance.



Students can use their Compass Balance for Canteen orders/purchases (for schools using the Compass Canteen feature).

Students have the option to link a credit card to top up their Compass Balance with however, parents can also top-up their child's Compass Balance

They then need to click their child and choose one of the two top-up options.



If the parent wants to set up an automatic top-up, they can click that option. They will then need to select the amount the child's Compass Balance needs to reach to trigger the top up. They will also need to select the amount the top-up is to be.

Select minimum Compass balance to trigger automatic top up

\$10

\$20

\$30

Select automatic top up amount

\$10

\$20

\$40

\$60

\$80

\$100

Enable automatic top up for Euan's account

Close

An automatic top up will occur at any time after your balance falls below the minimum amount (\$20) selected above.

If the parent wants to do a one-off top up, they will click that option and choose the amount.

Select an amount

\$10

\$20

\$40

\$60

\$80

\$100

Another amount?

Confirm payment of \$20 to Euan's account

Please Note: When making payments for Events or charges (via Billing Management), parents will have the option to select their Compass Balance as the payment method.

Events -

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Consent

I give permission for Euan ABERCROMBIE to attend this event. Where the staff member in charge is unable to contact me, or where it is impracticable to contact me, I authorise the staff member in charge to 1) consent to any medical or surgical attention deemed necessary by a medical practitioner, and 2) administer such first-aid as the staff member in charge judges to be reasonably necessary. I understand that this is an official school event and that Euan ABERCROMBIE will adhere to the dress code, as outlined above, and behave in alignment with the school's code of conduct. I agree to meet any medical expenses and/or transport costs incurred in the event of sickness or injury. Further, I agree to meet any transport costs should my child be sent home as a result of misbehaviour or inappropriate conduct.

To provide consent, please type your name in full

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Confirm and pay

Payment Method	Payment
Compass Balance (\$0.00)	Total amount
	\$35.00

Billing Management charges -

School Fees

Sable BROOKS



General Payments

Euan ABERCROMBIE - Fee

Fees

\$140.00

Payment Method

Visa Credit ****4567



VISA

****4567

Payment

Amount to pay

\$140.00

- ☒ Pay in full now
☐ Pay a portion now

Process

We use CompassPay.com as our payment processing gateway. In clicking the relevant "Confirm and Pay" button to the right, you agree for your credit card to be charged by CompassPay.com on behalf of your school. You understand that the amount charged will be the "Total Due" or amount indicated to the right. Refunds for cancelled online orders will be made to your Compass Balance regardless of original method of payment. This payment and use of this website is in alignment with the Compass School Manager terms and conditions of use available at <http://compass.edu.au/policy/>.

General Payments

Euan ABERCROMBIE - Fee

Fees

\$140.00

Payment Method

- New credit card
☒ Visa Credit ****4567
☒ Compass Balance (\$0.00)

VISA

****4567

Payment

Amount to pay

\$140.00

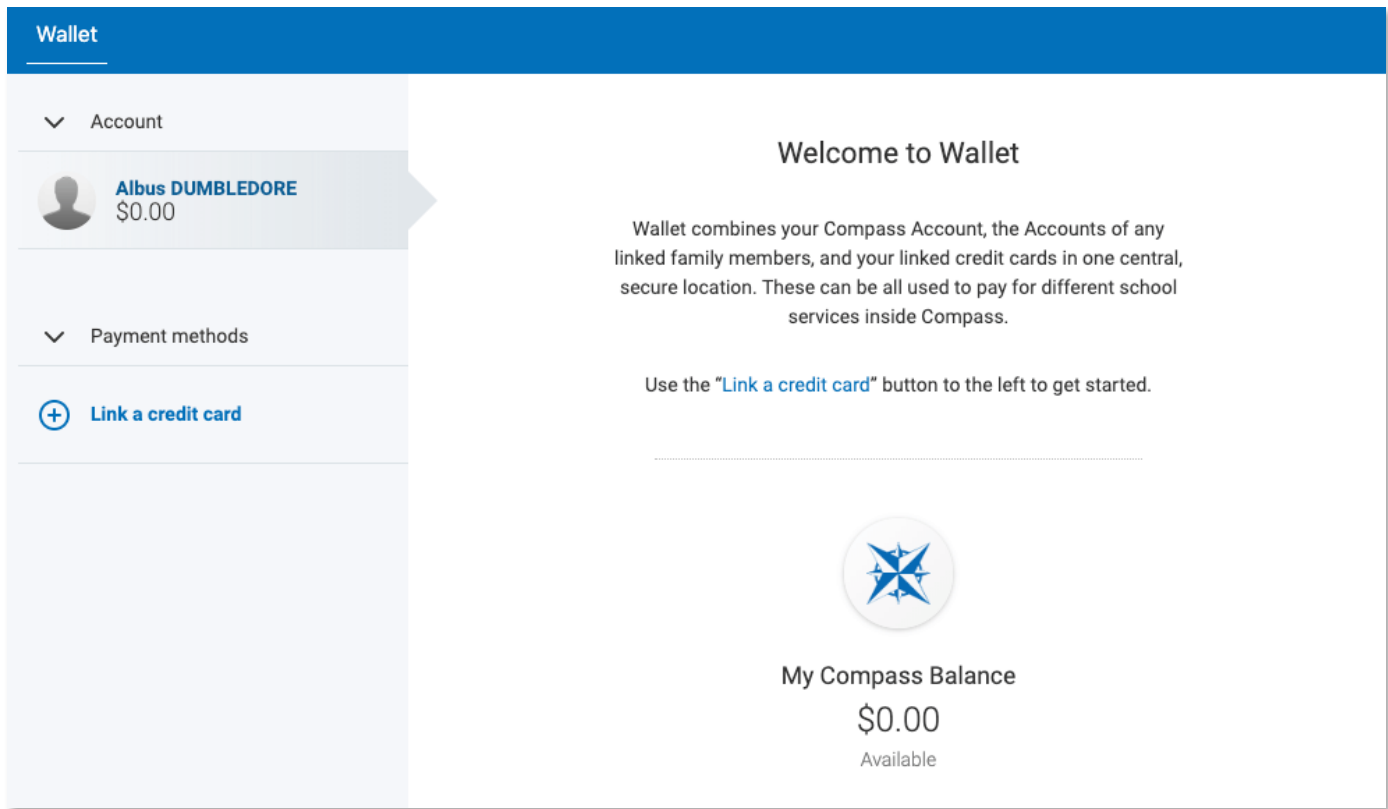
- ☒ Pay in full now
☐ Pay a portion now

Process

We use CompassPay.com as our payment processing gateway. In clicking the relevant "Confirm and Pay" button to the right, you agree for your credit card to be charged by CompassPay.com on behalf of your school. You understand that the amount charged will be the "Total Due" or amount indicated to the right. Refunds for cancelled online orders will be made to your Compass Balance regardless of original method of payment. This payment and use of this website is in alignment with the Compass School Manager terms and conditions of use available at <http://compass.edu.au/policy/>.

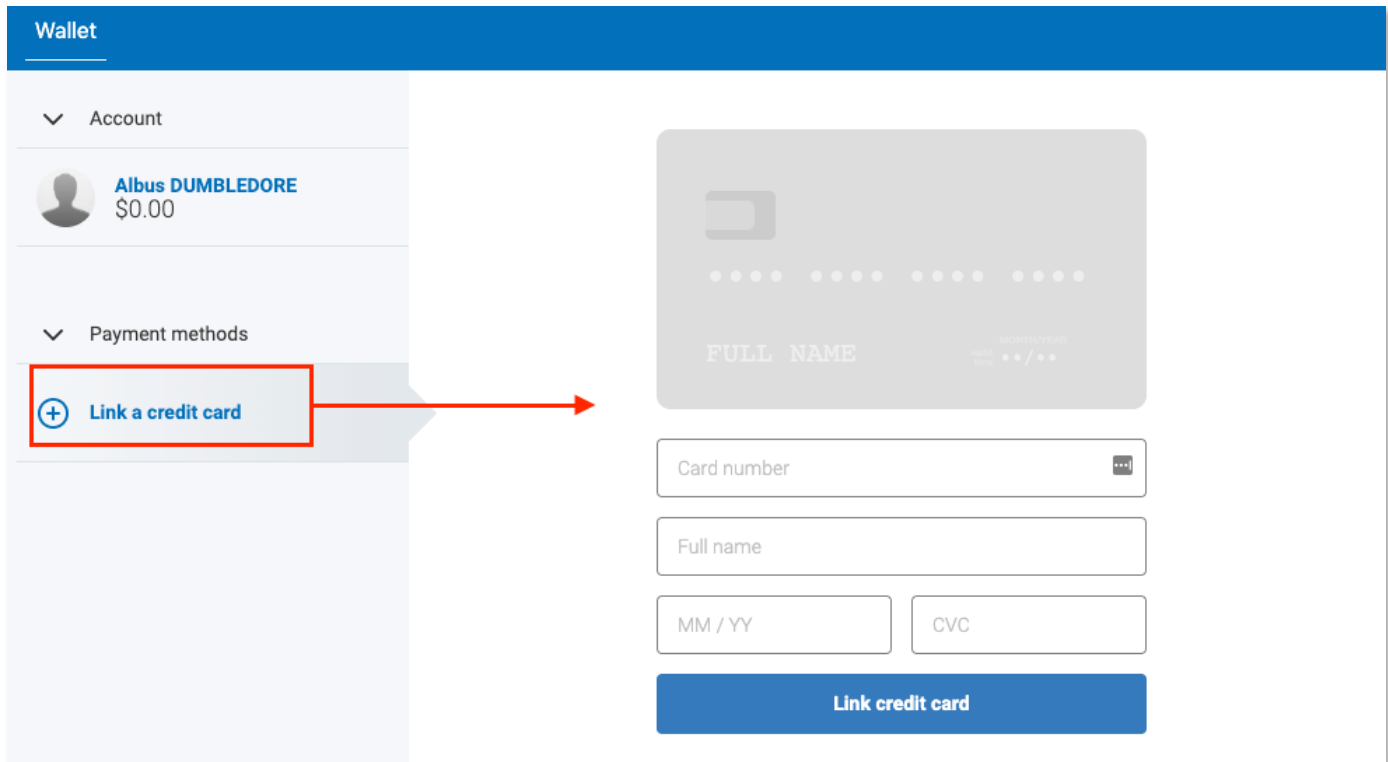
Wallet - For Staff

Staff can access Wallet under the Tools menu (cog icon).
 They can see their current balance and any linked credit card details.



Staff can use their Compass Balance for Canteen purchases (for schools using the Compass Canteen feature).

To top up their balance, they will first need to link a credit card.



When they have a linked credit card, they will have the option to top-up their Compass Balance.



My Compass Balance

\$54.05

Available

★ [Set up automatic top up for my account](#) >

[Top up my account now \(once off\)](#) >

Staff can set an automatic top up for their account. This option allows them to set the amount their existing balance needs to reach to trigger the top up and select the top-up amount.

Select minimum Compass balance to trigger automatic top up

\$10

\$20

\$30

Select automatic top up amount

\$10

\$20

\$40

\$60

\$80

\$100

Enable automatic top up for my account

[Close](#)

An automatic top up will occur at any time after your balance falls below the minimum amount (\$20) selected above.

Staff also have the option to do a one-off top up. In this option they simply select the amount and click to Confirm.

Select an amount

\$10	\$20	\$40
\$60	\$80	\$100

[Another amount?](#)

Confirm payment of \$20 to Compass' account

Removing a Linked Credit Card

To remove a linked credit card, the user needs to click the linked card and then click 'Remove this card'.

Wallet

Accounts

Sable BROOKS
\$0.00

Euan ABERCROMBIE
\$0.00

Stephen CORNFOOT
\$0.00

Payment methods

Visa
Credit ****4567

[Link a credit card](#)

****4567

[Remove this card](#)

Cancelling Automatic Top-Ups

To cancel an automatic top-up, on the Wallet page, the user needs to click 'Automatic top is enabled for my account' underneath their Compass Balance (parents will need to click their child's name on the left of screen first to access)



My Compass Balance

\$54.05

Available

★ [Automatic top is enabled for my account](#) >

[Top up my account now \(once off\)](#) >

The information will expand and the user can then click 'Remove automatic top up of my balance'.

★ [Automatic top is enabled for my account](#) ▼

Mastercard Credit ****4444



Compass is currently configured to automatically top up my balance by **\$20** when myCompass balance falls below **\$10**.

Remove automatic top up of my balance

[Close](#)

An automatic top up will occur at any time after your balance falls below the minimum threshold of \$10.