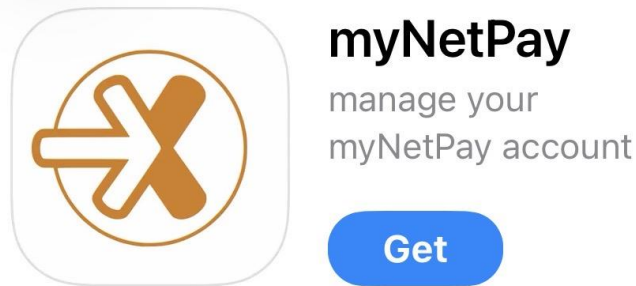


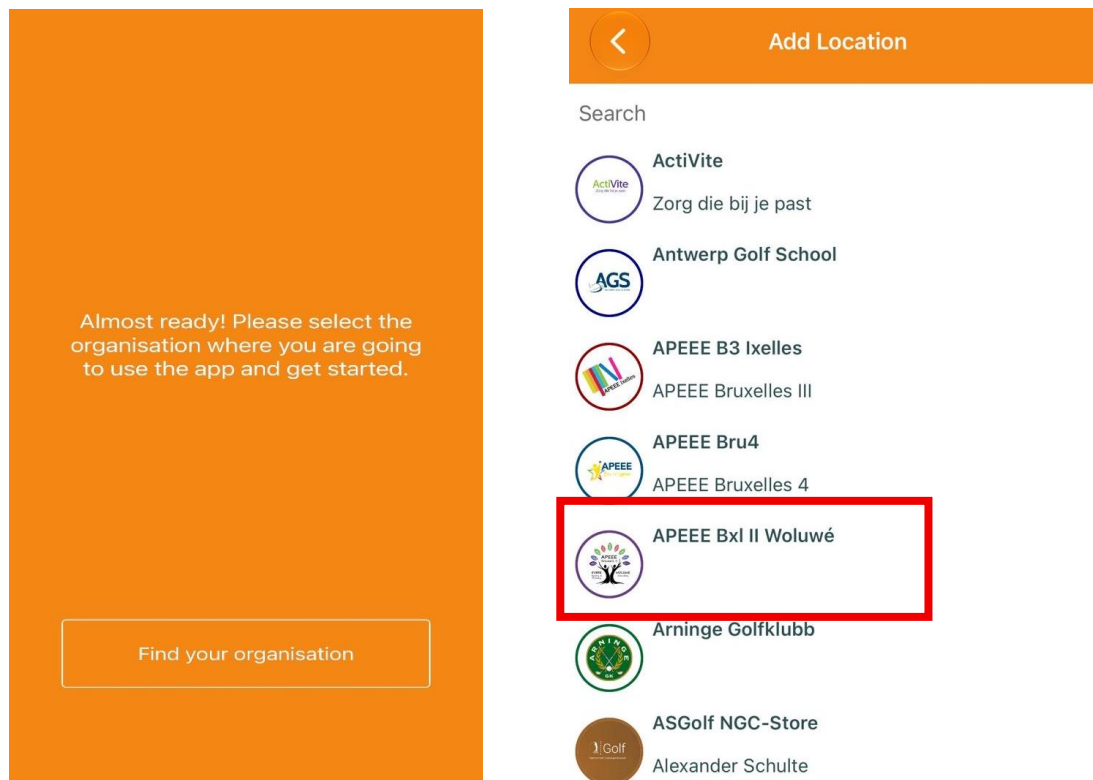


## How to receive your NetPay credentials

**Step 1:** Download the app from **GooglePlay** or **AppStore**. Simply search for “**myNetPay**”.



**Step 2:** Once downloaded, open the app. Tap “**Find your organisation**” and select **APEEE Bxl II Woluwé**.





### Step 3: Retrieve Your Username and Set Up Your Password

1. Tap "Forgotten username or password".
2. Enter your child's School Contact ID.

APEEE Bxl II Woluwé

Username

Password

Log in

Forgotten username or password

☒ I accept the terms and conditions

Login Reset

Password forgotten?

Enter your username or e-mail address. An email will be sent to your account's email address. Follow that link within 60 minutes.

999998

Reset password

Where can I find the School Contact ID?

- In the SMS Portal (sms.eurs.eu): it is the Student SMS ID.



**Step 4:** Create Your Password. After entering the School Contact ID, you will receive an email containing a link to create your password. **If you do not receive the email, please check your Spam/Junk folder.** The sender is **“my Netpay notification”**

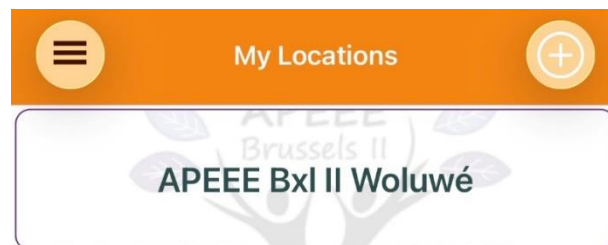


Once your password has been created, return to the myNetPay app. Log in using:

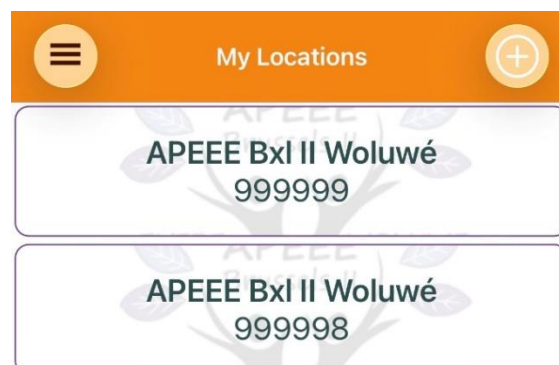
- Your School Contact ID as the username
- **The password you have just created**

### If You Have More Than One Child

1. Set up the account for one child first by following the steps above.
2. Then, go to the "My Locations" tab in the app.
3. Click the + button to add another child.
4. Enter the new child's School Contact ID and follow the same process.



Once all children have been added, you will be able to switch between profiles and select the account you wish to top up.





## How to top up money on the keyfob

**Step 1:** Open the **myNetPay** app and log in with your **School Contact ID** and password.

**Step 2:** On the home screen, click "**TOP UP**". Select the amount you wish to add and choose your preferred payment method.



**Step 3:** Confirm your payment. The transaction fee will be displayed before you complete the payment.



## Confirm your payment

Transaction fee € 0,26

**Step 4:** Once the payment has been processed, return to the home screen to view the updated balance on your child's account.

**Step 5:** Your child can now use their KeyFob to make purchases in the canteen or cafeteria.