Dear Parents,

This school year, we are excited to be using a system called **My Quickcharge** for managing your child's cafeteria funds. We hope you'll find this system easy and convenient. You can use My Quickcharge from a web link or with a mobile app.

To access My Quickcharge on the web, click here:
https://useast0784.mmhcloud.com/myqc

To download the My Quickcharge mobile app, click on Android or Apple, or search for "My Quickcharge" from the Google Play Store or the Apple App Store.

If your child is a new student, detailed instructions on how to set up your account, add funds, and monitor your child's spending are attached. To set up your account, you'll need the following information:

- **Access Code:** School186 (only needed using the mobile app)
- **Account Creation Access Code:** A4E7C3B1
- **School Code:** 104

If your child is a returning student, you can simply access your account through the login screen as shown in the detailed instructions. If you have forgotten your password, simply click **Forgot Password** on the main log in screen and then you can reset your password through your current email address on file.
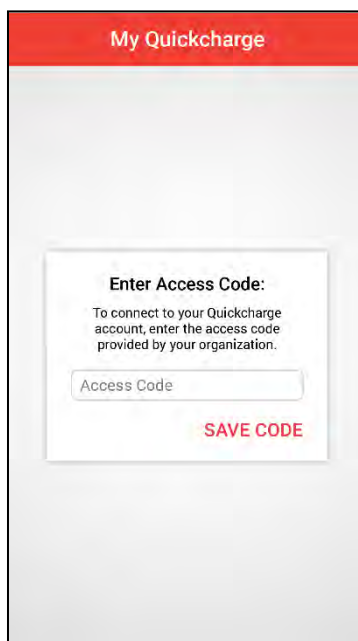
You can begin using the My Quickcharge system on Monday, AUGUST 19, 2019. Existing balances and deposits made prior to AUGUST 19, 2019 will be transferred to My Quickcharge.

If you have any questions, please contact Chris Mazzeo at 610-645-5130 or chris.mazzeo@compass-usa.com

MMHayes®
improving life at work

1. Follow the link in the email invitation or click here to access My Quickcharge via the web link. If you prefer to download the My Quickcharge mobile app, click on Android or Apple or search on "My Quickcharge" from the Google Play Store or the Apple App Store.

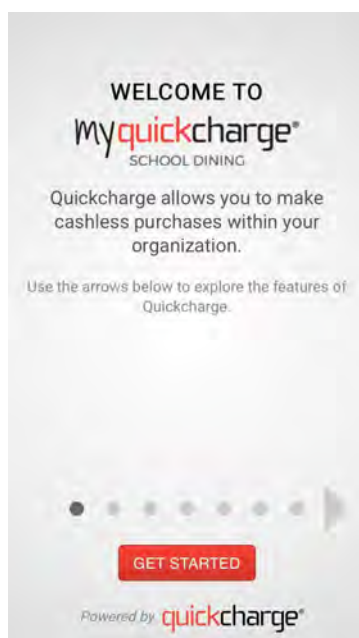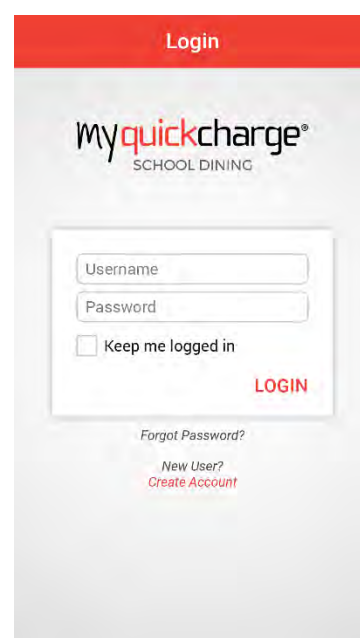To open the app the first time, enter the Access Code "School186" when prompted.

My Quickcharge

Enter Access Code:
To connect to your Quickcharge account, enter the access code provided by your organization.

Access Code

SAVE CODE

NOTE: From this point on the Quickcharge app screens will be the same.

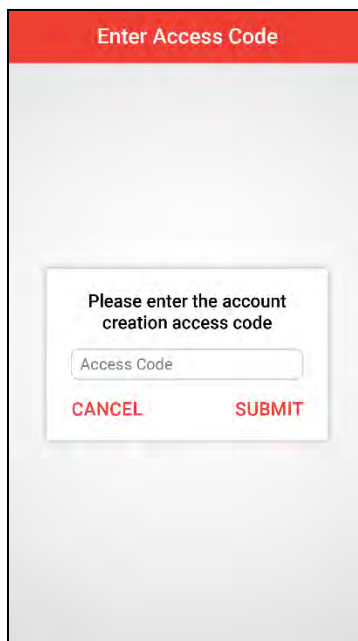2. To begin, you will view a brief tour of the features of My Quickcharge.

Swipe or use the arrow buttons to scroll through the tour, and click **Get Started** when you are ready to continue.
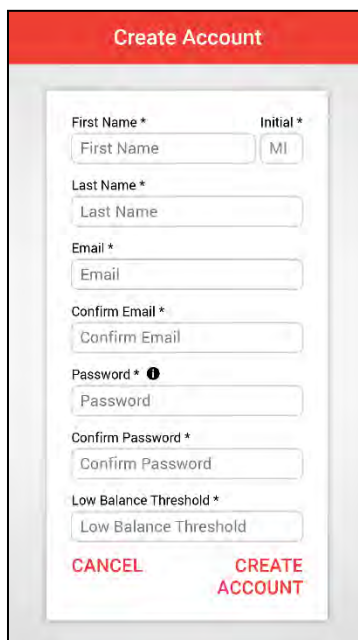
WELCOME TO
Myquickcharge®
SCHOOL DINING

Quickcharge allows you to make cashless purchases within your organization.

Use the arrows below to explore the features of Quickcharge.

GET STARTED

Powered by **quickcharge®**

After following the tour and clicking **Get Started**, you will see the login screen. Click **Create Account**.

Login

Myquickcharge®
SCHOOL DINING

Username

Password
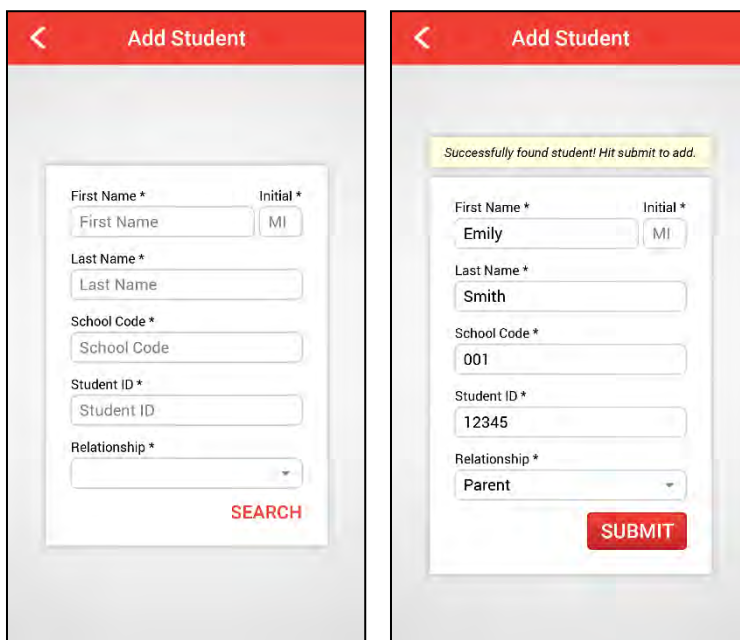
☐ Keep me logged in

LOGIN

Forgot Password?

New User?
Create Account

3. Enter the account creation access code of **A4E7C3B1**. Note that this code is case sensitive. Click **Submit**.

Enter Access Code

Please enter the account creation access code

Access Code

CANCEL   SUBMIT

4. Enter your name and email address and create a password to set up your account. You will also be asked to enter a "Low Balance Threshold" that will trigger notifications any time your child's account balance is below that dollar amount. Click **Create** to continue. After your account is created, you will be prompted to log in.

Create Account

First Name *   Initial *
First Name   MI

Last Name *
Last Name

Email *
Email

Confirm Email *
Confirm Email

Password *
Password

Confirm Password *
Confirm Password

Low Balance Threshold *
Low Balance Threshold

CANCEL   CREATE ACCOUNT
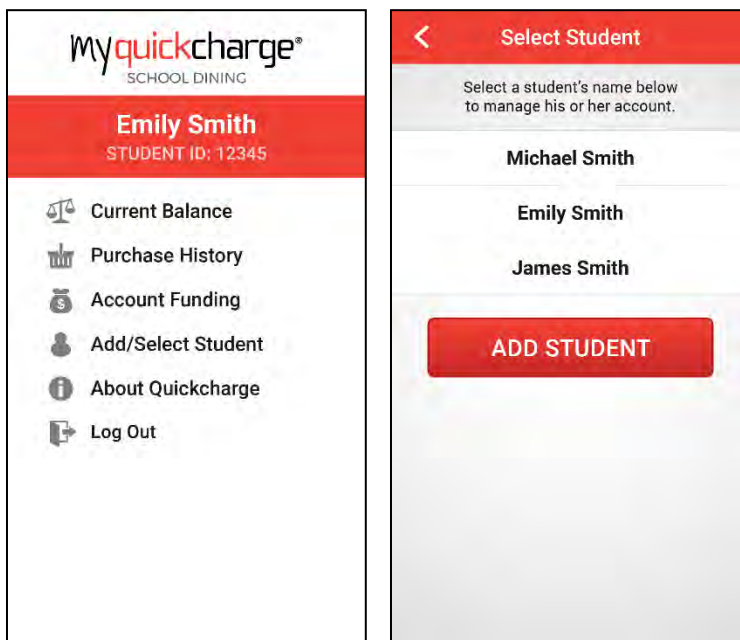
5. To connect to your child's account, enter their name, three-digit school code (which is 104), and student ID and identify your relationship. Make sure you enter the student's name exactly as it appears in the school's records. Click **Search** to confirm your entry. Once the system finds a match for your student, click **Submit** to proceed.

6. You will now see the main menu. From here you can view information for this student. If you need to manage additional students, click **Add/Select Student** and then choose **Add Student**. You will repeat step 5 for each student. The **Add/Select Student** screen will also allow you to toggle between students by selecting the student you want to manage.

7. To add money to your child's account or manage your payment method, choose **Account Funding** from the main menu. Your first time here, click **Add Payment Method** and follow the prompts to connect a credit or debit card to your account.

To add funds on demand, select **One-Time Load** at the top of the screen. Once connected, choose an amount from the dropdown box and click **Add Funds**.

To set up automated funding that will reload the account when the balance drops below a certain threshold, select **Automatic Reload** at the top of the screen. Choose a reload amount and balance threshold from the dropdown boxes and click **Enable**. You will be prompted to confirm your selection; check "I Agree" and click **Continue**. If you want to make changes at any time, click **Modify** to change your settings or click **Disable** (or use the **On/Off** switch) to turn them off.

Note: If multiple parents are connected to the student's account, only one parent may have automatic funding enabled at any given time.

8. The main menu provides access to several other features:
   - Choose **Current Balance** to view the student's current available balance.
   - Choose **Purchase History** to view a record of past purchases. Click the receipt icon next to each transaction to view individual items.

1. Schools that have school IDs in place for students should be able to use those IDs at the register with help of set up from the MM Hayes team. However not all schools have IDs and there are alternative options available for students to be able to make purchases at the register using funds from their account.

One option is to use their student ID number which is available from the Quickcharge app.
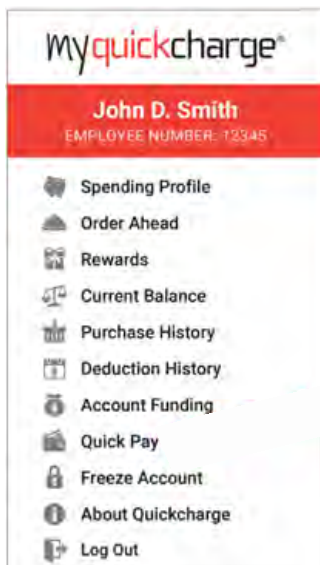
As you can see the student number is visible right on the Quickcharge app from the main menu in case the student forgets their number.

This number is unique to each student and they can simply give their number to the cashier or the cashier can perform a look up to find the student in the system if the student forgets their ID number.

2. A second alternative called **Quick Pay** (If the school allows the students to use their phones) is available through the Quickcharge app. The student can pull up a unique QR code tied only to their account. This can be accessed through the student's phone within the Quickcharge app and scanned at the register to make a purchase with funds from their account.
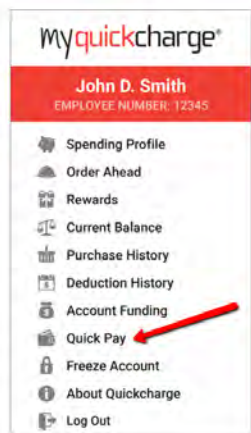
MAIN MENU

From the main menu, you can access all of the functions of My Quickcharge. Depending on your organization's setup, some options may not appear.

- Select **Spending Profile** to review the amount(s) that you are able to spend each pay period.
- If your organization offers mobile ordering, select **Order Ahead** to place an order.
- If your organization offers **Rewards**, select this option to view your points and available rewards.
- Select **Current Balance** to view the amount(s) you have spent during the current pay period.
- Select **Purchase History** for a detailed list of your Quickcharge transactions.
- If you are using payroll deduction, select **Deduction History** to view the amounts that have been deducted from each of your paychecks.
- If you are using a prepaid account, select **Account Funding** to load funds or configure automatic reloads.
- Select **Quick Pay** to use your phone to pay at the checkout.
- Select **Freeze Account** if you have lost your badge and need to temporarily disable your account.
- Select **About Quickcharge** to review the introduction to the app.
- Select **Log Out** to log out of your account.

QUICK PAY

If your organization allows, you can use the My Quickcharge app to pay at the checkout.

When you are ready to pay, access the Quick Pay screen to display a QR code that can be scanned. Simply hold this QR code in front of the scanner.