



**THE SCHOOL WILL BE UNABLE TO PROVIDE LUNCH SERVICES TO THOSE PUPILS WHO DO NOT HAVE FUNDS ON THEIR CARDS.**

**Please ensure that if you choose one of the below options that funds are transferred in a timely manner.**

Parents and pupils need to make a decision prior to the start of each term which payment method and meal option they wish to avail of.

There are 2 payments methods:

**PRE-PAID SET LUNCH** (prepaid prior to each term),

- a set 3 course hot lunch at the main servery
- or a set 3 course salad bar or wok bar

Winter 2016	€480.00
Spring 2017	€360.00
Summer 2017	€180.00

**CASH WALLET** (pay as you go, cards must be topped up with credit first)

- lunch bundle (2 or 3 courses) from salad bar or wok bar
- shop (selection of hot & cold snack foods, drinks, etc.)

**N.B. - If you choose to avail of the “PRE-PAID SET LUNCH” the online payment will be required before the first day of each term. If you choose to use the “CASH WALLET” funds will need to be transferred to the cashless lunchcard.**

Parents who have chosen Prepaid Hot Lunch as their first choice may add a Cash Wallet to the lunchcard to allow for an additional discretionary spend. **It is important to note that cash will not be taken at the food counters.**

For instructions on how to operate Lunch Card payments see overleaf.

Tony Kearney  
Head of Finance & Operations  
May 2016

## INSTRUCTIONS ON HOW TO OPERATE SMARTLOAD SYSTEM

Go to [www.cssmartload.net](http://www.cssmartload.net)

**REGISTER AN ACCOUNT** (if you are using the service for the first time otherwise go straight to LOGIN)

- Click **Register**
  - enter your personal details
  - enter **registration code: 0169-0001-0170**
  - create a password and confirm
  - enter your email address and **any 4 digits** for verification
  - confirmation of registration will be send to your email

**LOGIN** (if your account is already registered and confirmation email was received)

- enter your email address and password – click login

### **STEP 1: To register a credit card**

(if you already registered your card please go to **STEP 2**)

- select **Web Wallet**
- select **Payment Method** to register your **Credit Card/Debit Card** (Laser Cards are not accepted) – click Add – enter your details – click save

**STEP 2: To add funds to your smartload account** (funds stay is your account until you transfer them to Lunch Card/s)

- select **Web Wallet**
- select **Add Funds**
- for prepaid hot lunches add current term's lunch fee
- for cash wallet add minimum of €20.00

### **STEP 3: To transfer funds to Lunch Card/s**

- select **Web Wallet**
- select **Send Funds**
- **prepaid set lunches: current term's lunch fee**
  - recipient's email is [catering@kingshospital.ie](mailto:catering@kingshospital.ie)
  - add amount (please enter exact cost of the term lunch)
  - enter student's name in the `message for recipient` (if you have more children in the school please send funds individually for each child)
  - click on send
- **cash wallet**
  - recipient's email is [xx-xxxx@kingshospital.eu](mailto:xx-xxxx@kingshospital.eu) (child's online account)  
N.B. the **eu** is important
  - xx-xxxx is a reference number on your child's lunch card
  - add amount (enter cash amount you wish your child to have an access to)
  - enter student's name in the `message for recipient`
  - click on send
  - please inform your child that she/he must upload their card with the funds from their online account at the Smart Service Point (SSP) located behind the reception area