

# How to Top Up the Student Cards

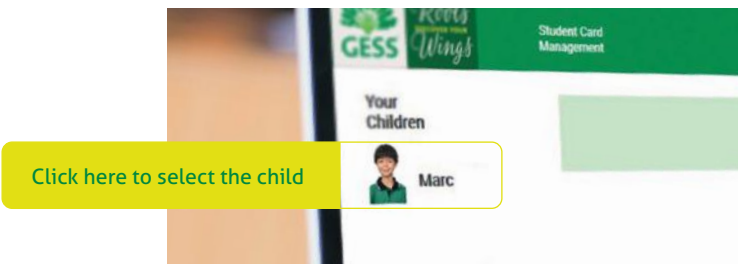


1 Go to <https://ldap.gess.sg/login>


2 Log in with provided credentials



3 Click on the Child you want to manage



4 Check Balance and Top Up if necessary



Name  
**Marc**

Student Id  
**1000**

See balance here **Current Balance \$0.80**

Click here to Top Up Card Balance **+ Top Up Card**


### Transaction History [Download](#)

Transaction Id	Date	Qty	Item	Amount
T8-1	22/02/19	1	BREADS GNOLA BAR \$1.30	-\$1.30
T4-6	21/02/19	1	CHEESE TOAST/PIZZA\$2.50	-\$2.50
T2-2	20/02/19	1	BREADS GNOLA BAR \$1.30	-\$1.30
T4-5	20/02/19	1	CAKE/COOKIES \$1.30	-\$1.30
T4-5	19/02/19	2	CAKE/COOKIES \$1.30	-\$2.60
T4-5	18/02/19	1	100% JUICE	-\$1.30
T4-5	18/02/19	1	CHEESE TOAST/PIZZA\$2.50	-\$2.50
T4-5	18/02/19	1	BURGER/E.MUFFIN \$3.00	-\$3.00



5 Select desired Top Up amount

**Top Up Credits**



Name: **Mr Marc** Student Id: **1000**

Current Balance: **\$0.80**

Top Up Amount

Select Top Up amount here:

6 Once you have accepted the **Terms & Conditions**, click on the 'Top Up' button

Top Up Amount

**\$20.00**  Changing the amount will bring you to the previous screen

[Click here to accept](#)  Agree with the terms and conditions

Terms and conditions:

- Money in the ID card can only be used for purchases in GESS canteen, GESS Café and school shop
- GESS is not responsible for the lost or misuse of ID cards. Please report immediately to

[Click here to proceed with the Top Up](#)

7 Input your Credit Card information and click on 'Submit'



English

**ORDER OVERVIEW** \$ 20.00 SGD

CREDIT / DEBIT CARD

First name Optional Last name

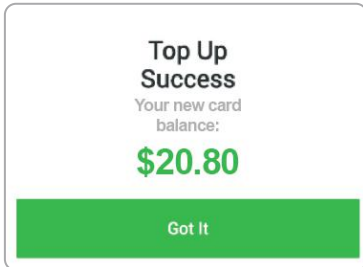
Card number CVV

Valid until Month  Year



8 Once you have submitted, an Acknowledgement Page will appear



9 You can check your top-up history from the 'Transaction History' tab



Transaction History [Download](#)

Transaction Id	Date	Qty	Item	Amount
Shop	11/01/19	1	new Sweater S	-\$40.00
gess	11/01/19	-	Processing Fee	-\$2.00
gess	11/01/19	-	Parent portal Top-up	+\$20.00

10 Click on the Logout tab once finished

