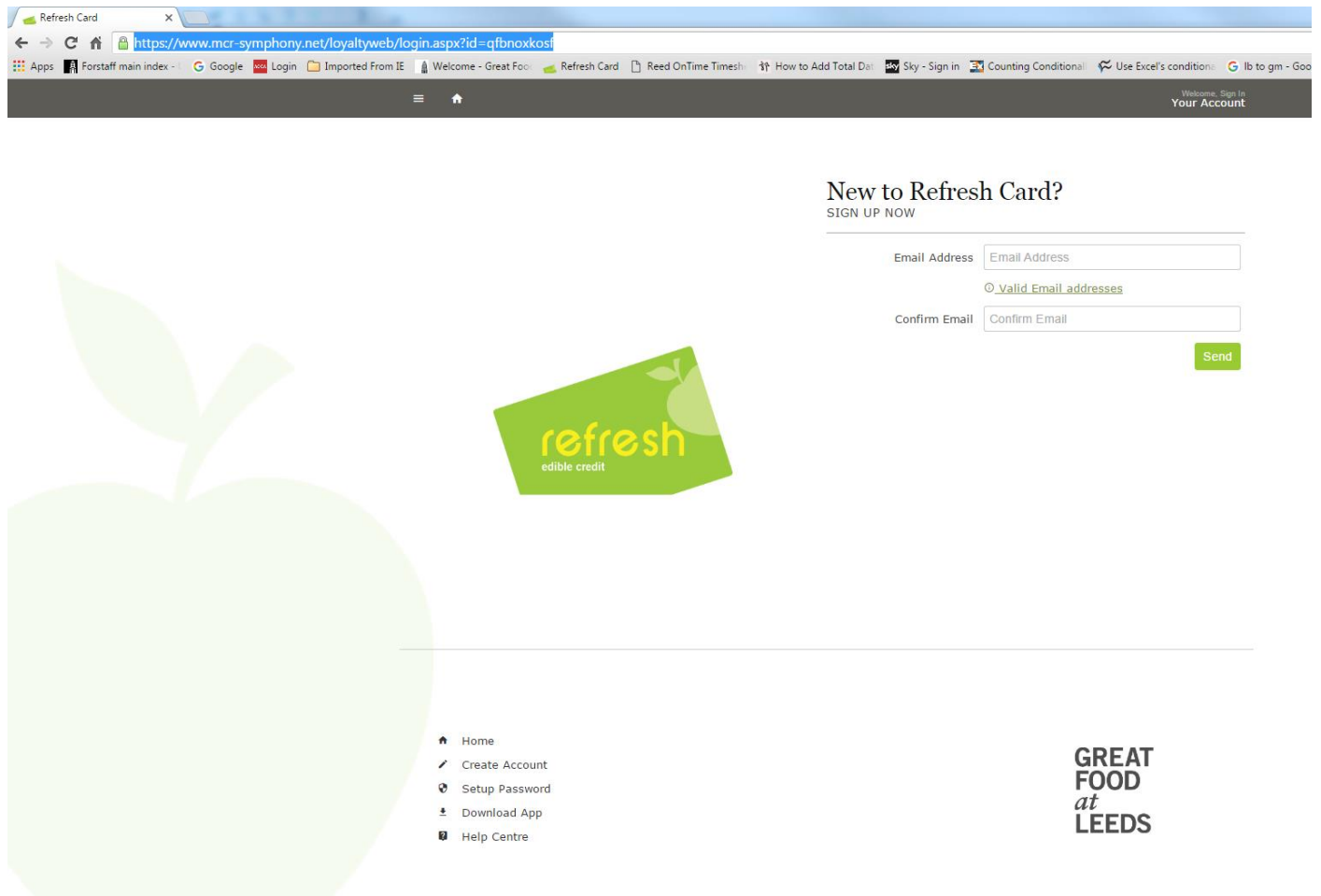


# How to register on the Refresh site and add/replace cards

First head to this website:

<https://www.mcr-symphony.net/loyaltyweb/login.aspx?id=qfbnoxkosf>



New to Refresh Card?  
SIGN UP NOW

Email Address

[Valid Email addresses](#)

Confirm Email

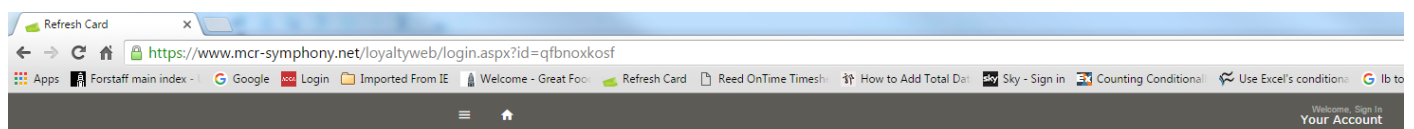
**Send**

- Home
- Create Account
- Setup Password
- Download App
- Help Centre

**GREAT FOOD at LEEDS**

As a new user you need to set your password using your University of Leeds email address – enter the email in both boxes as indicated above. You are then sent an email with a link which you must click on to be redirected back to the website to create a password – this link is only valid for 24 hours.

When you have created the password you can then go back to the website and log in to view your account



Refresh Card

[Sign in](#)

On the right hand side click on Sign in

Welcome, Sign In  
**Your Account**

s.k.todd@adm.leeds.ac.uk

.....


Login

Forgotten Your Password?

Help Centre      Create Account

Enter the email and password that was just created

The home screen is displayed showing your purses and recent activity



Home

Local Sites

My Purses

Recent Activity

Surveys

Vouchers

Quick Top Up

-- Select a Purse --

-- Select a Payment Card --

5.00

Top Up

**My Purses**

Refresh Cashless (Cash)

Refresh Loyalty (Loyalty Points)

**Recent Activity**

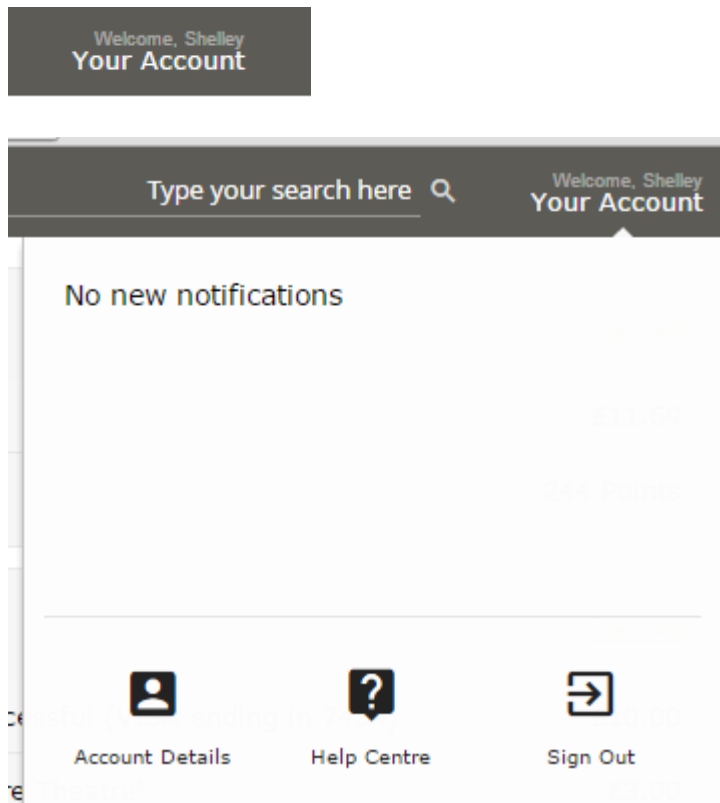
07 Sep	Topup 'Refresh Cashless' -
18 Aug	Transaction - At '06-01 - Le
16 Aug	Transaction - At '12-05 - Rv
15 Aug	Transaction - At '06-01 - Le
12 Aug	Topup 'Refresh Cashless' -
12 Aug	Transaction - At '06-01 - Le
09 Aug	Transaction - At '06-01 - Le
08 Aug	Transaction - At '07-01 - LU
04 Aug	Topup 'Refresh Cashless' -
04 Aug	Topup 'Refresh Cashless' -
04 Aug	Transaction - At '06-01 - Le
02 Aug	Transaction - At '06-01 - Le
01 Aug	Transaction - At '06-01 - Le
27 Jul	Transaction - At '06-01 - Le

**Vouchers**

Coffee Stamp Card

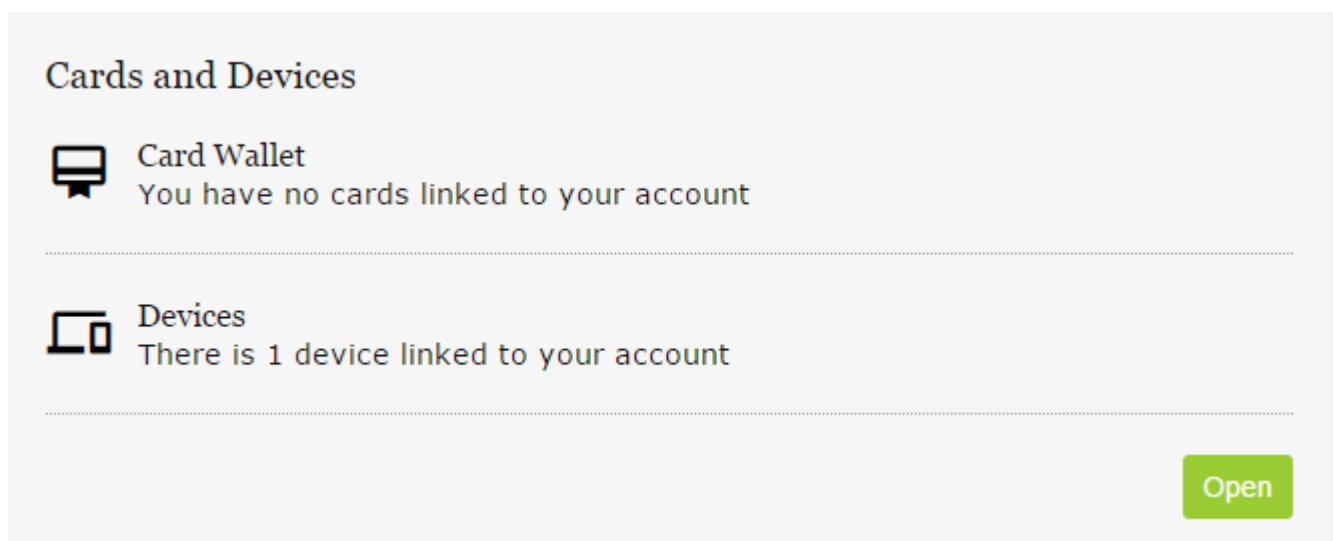
If you have lost your card –there is a £10 charge for each lost card (1 free lost card per user). To avoid paying this, you can download the Refresh App and link it to your account.

To mark a card as lost or if a new mobile device is to be used to remove the original app device, go to Your Account



Then in account details you can change your password and change cards and devices.

Click Open on Cards and Devices



Mark cards/devices as lost/remove them here. If adding a new card enter the card number and click on Add Card.

The new card is now ready to use.