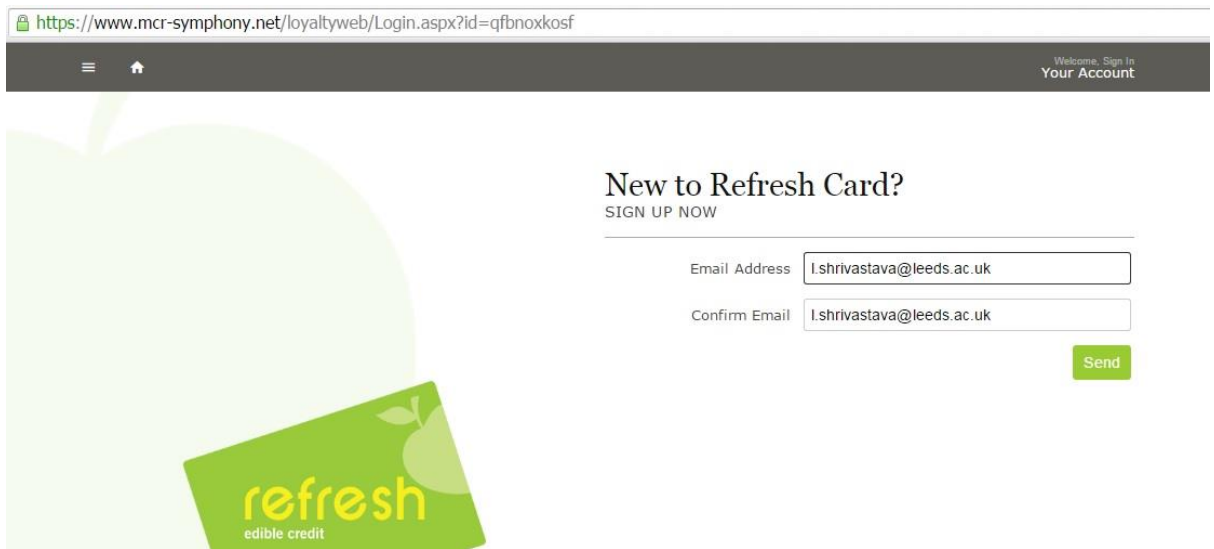


Refresh Set Up How to Guide

1. Head to <https://www.mcr-symphony.net/loyaltyweb/Login.aspx?id=qfbnoxkosf>
2. Type in your University email address twice in the dialogue boxes



https://www.mcr-symphony.net/loyaltyweb/Login.aspx?id=qfbnoxkosf


Welcome, Sign In
Your Account

New to Refresh Card?

SIGN UP NOW

Email Address

Confirm Email



3. You will receive a password reset email. Click the link on the email.
4. Following the link, make a password and hit continue

Change Password

Update your accounts password

Email Address

New Password

Confirm New Password

5. You have now set up the account. To log in, select the account button at the top of the page:

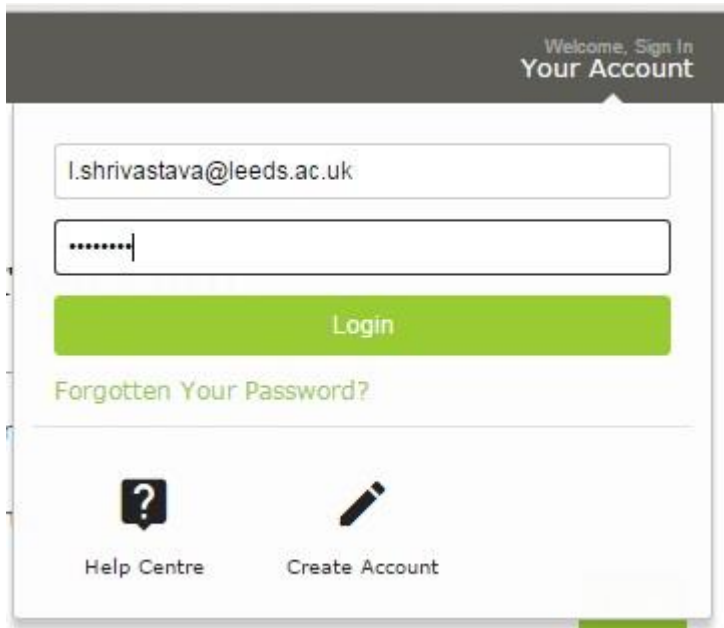


New to Refresh Card? SIGN UP NOW

Email Address

Confirm Email

6. Enter your details and login.

A login form with a dark grey header bar at the top containing the text "Welcome, Sign In Your Account" in white. Below the header, there is an email input field containing "l.shrivastava@leeds.ac.uk", a password input field with masked characters ".....", and a green "Login" button. Below the button is a link "Forgotten Your Password?". At the bottom of the form, there are two links: "Help Centre" with a question mark icon and "Create Account" with a pencil icon.

7. Agree to the terms and conditions:

The screenshot shows the 'Help Centre' page with the sub-page 'Terms and Conditions'. At the top right, there is a search bar with the placeholder text 'Type your search here' and a magnifying glass icon, and a user profile section that says 'Welcome, Liam' and 'Your Account'. The main heading is 'Help Centre' followed by a breadcrumb trail 'Help Centre > Terms and Conditions'. Below this is the title 'Terms and Conditions'. The text states: 'To continue using this website you must agree to the conditions below. Please review and select agree at the bottom of the page to proceed.' A link is provided: 'Please visit <http://gfal.leeds.ac.uk/refresh-card/terms-conditions> for full Terms and Conditions'. At the bottom, there are two buttons: 'Disagree' on the left and 'Agree' on the right.

8. Click **Your Account** and then click **“Assign Account cards or Account Devices to your Account”**

The screenshot shows a user account dashboard. At the top, there is a search bar with the placeholder text 'Type your search here' and a magnifying glass icon, and a user profile section that says 'Welcome, Liam' and 'Your Account'. Below this is a navigation menu with three items: 'My Purses', 'Recent Activity', and 'Unanswered Surveys'. The 'My Purses' section has two items: 'Refresh Cashless (Cash)' and 'Refresh Loyalty (Loyalty Points)'. The 'Recent Activity' section has one item: 'No records found'. The 'Unanswered Surveys' section has one item: 'No Attached Account Cards or Account Devices. Assign Account Cards or Account Devices to your account.' Below this section are three icons: 'Account Details', 'Help Centre', and 'Sign Out'. A red arrow points to the 'Help Centre' icon.

9. Scroll down to cards and devices and click Open:

The screenshot shows the 'Cards and Devices' section. It has two items: 'Card Wallet' with the text 'You have no cards linked to your account' and 'Devices' with the text 'You have no devices linked to your account'. At the bottom right, there is a green button labeled 'Open'.

10. Under **Add new Card** type in the card number on the front of the card and click **Add Card**

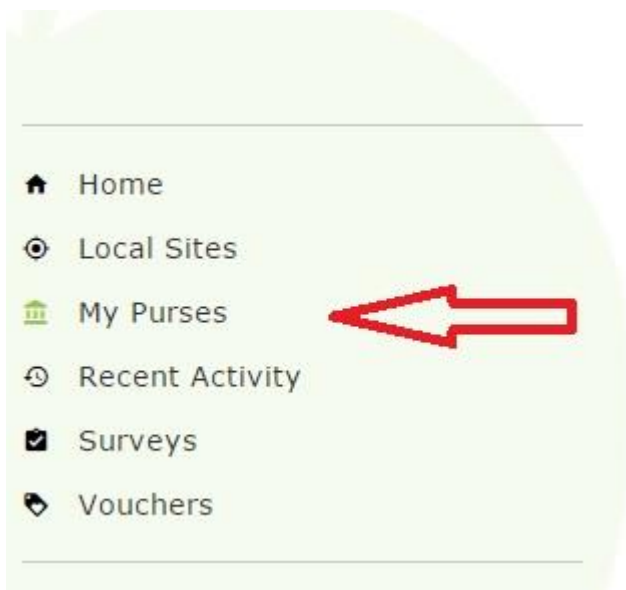
Add New Card

This number is found on the front of your Refresh card.


Card Number

[Add Card](#)

11. The card is now linked to the account. You now need to load it with credit. Click **My Purses**



12. Under Refresh Cashless click **Add Funds**

My Purses 

Payment Methods

Below you will find a list of your available purses. These could include purses that allow you to add funds. To add funds to these purses, open the purse by clicking it and select the 'Add Funds' button on the following page.

Refresh Cashless	£0.00
Last Used On: No history found	
More Information Add Funds	

13. Select Amount and click Continue to Payment

Select a Top Up Value

- £5.00
Balance after top up: £5.00
- £10.00
Balance after top up: £10.00
- £15.00
Balance after top up: £15.00
- £20.00
Balance after top up: £20.00
- £30.00
Balance after top up: £30.00
- £50.00
Balance after top up: £50.00
- £

[Continue to Payment](#)

14. Under **Pay with a new Card** enter card information. Tick **Save Card** for easy top up in future.
Click **Pay with New**

Pay With a New Card

Name on Card

Card Number

Card Expiry

CVN

Save Card

[Pay With New](#)

You are now set up with Refresh! To link to a device instead of a card, skip steps 8-10 and download the app from your app store. On set up, enter your login information to link the device to your account.