



A PARENT USER GUIDE TO THE ALLXS SYSTEM

1. Create your online parent account

1.1 Go to slc.allxs.co.za

1.2 Click Create Account

The screenshot shows the ALLXS website's login page. At the top, there is a navigation bar with 'HOME' and 'LOG IN' links. Below this, there are two main sections: 'LOGIN' on the left and 'CREATE ACCOUNT' on the right. The 'CREATE ACCOUNT' section has a heading 'CREATE AN ACCOUNT' and a sub-heading 'Sign up for a new account of our store. Registration is quick and easy. It allows you to set your own password and receive account links regularly.' Below this text is a red button labeled 'CREATE AN ACCOUNT', which is circled in green. There are also 'Forgot password?' and 'LOGIN' links, and a 'Continue with Google' button.

1.3 Complete your Name, Surname, email address, and password. Add the number of children and select Create account.

The screenshot shows the 'CREATE ACCOUNT' form. It has several input fields: 'First Name', 'Last Name', 'Email Address' (with the example 'craef@allxs.co.za'), 'Phone Number', 'Password', and 'Confirm Password'. There is also a 'Number Of Children' dropdown menu. At the bottom of the form is a red button labeled 'CREATE ACCOUNT', which is circled in green.

1.4 Once your account has been created, your browser will automatically refresh and you will be asked to log in.

1.5 You will now be asked to **Add a child**. Please enter your **child's unique Allxs number** which will be provided to you via an email before the start of term. Select **Lookup Account**.

The screenshot shows the 'ADD CHILD' form. It has an 'Account Number' input field. Below this field are two buttons: a red button labeled 'LOOKUP ACCOUNT' (circled in green) and a red button labeled 'SKIP'.

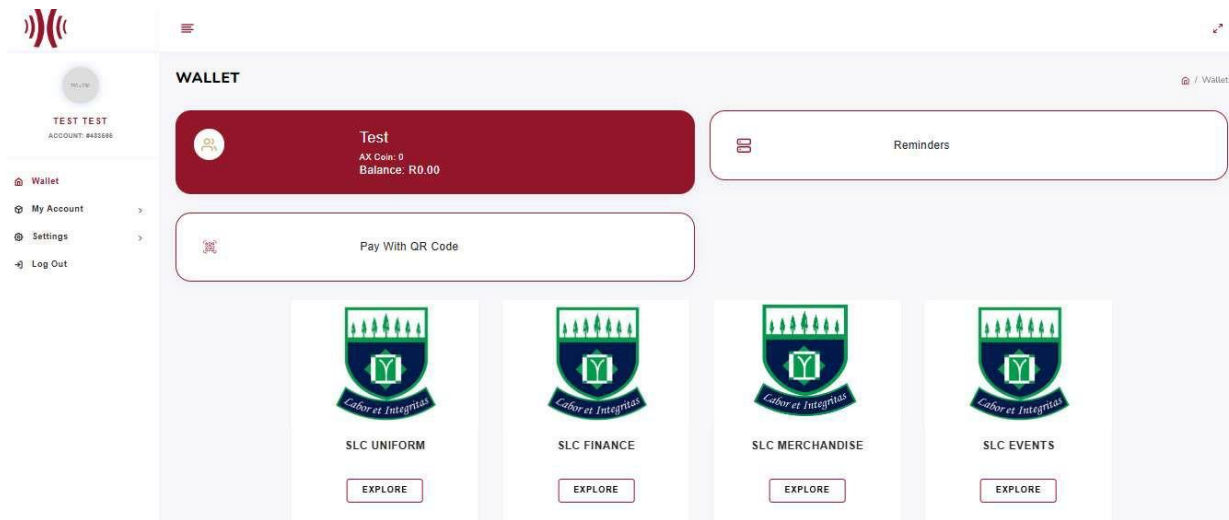
1.6 Your child's details will now appear. Select **Link Account**. Your registration is now complete.

The screenshot shows the 'ADD CHILD' form with the following details filled in: 'Account Number' is '331176', 'Child First Name' is 'Child TEST SLC Owner', 'Child Last Name' is 'Owner', and 'Date of Birth' is '01 Jan 1900'. At the bottom of the form are two buttons: a red button labeled 'LINK ACCOUNT' (circled in green) and a red button labeled 'SKIP'.

2. Adding funds to the Allxs accounts

After registration is complete you will be taken to your personal dashboard/Wallet.

2.1 Money can now be Paid/Transferred into your or your child's Allxs account. Some parents prefer to keep funds in the parent account and only transfer to their child when needed.



There are 2 ways to put funds in the Allxs accounts:

- **TOP UP** – If you scroll down on your Wallet screen, you will see the Top Up option. Enter the preferred amount and select Top Up. Accept charges and choose how you would like to pay. This will take you to the banking screen where you will enter your Bank card details. Please follow the steps through.

Funds will reflect immediately and appear on your wallet screen.

Top Up

Topup Amount

TOP UP

- **EFT** – An EFT can be made from your bank account to the Allxs bank account. This can take 24-48 hours to reflect. Please use the banking details below, and your **Allxs account number** as a reference.

Do an EFT Deposit, Bank Transfer or Bank Deposit to the following account details:

Company Name: ALLXS MEDIA PTY LTD
Bank Name: Nedbank
Branch Code: 198765 SWFT Code NEDSZAJJ
Account Number: 1160993106

2.2 To transfer funds from the parent account to the child account, scroll down further to **Transfer Funds** and follow the steps.

Transfer Funds

Amount

Transfer Account

Select Account



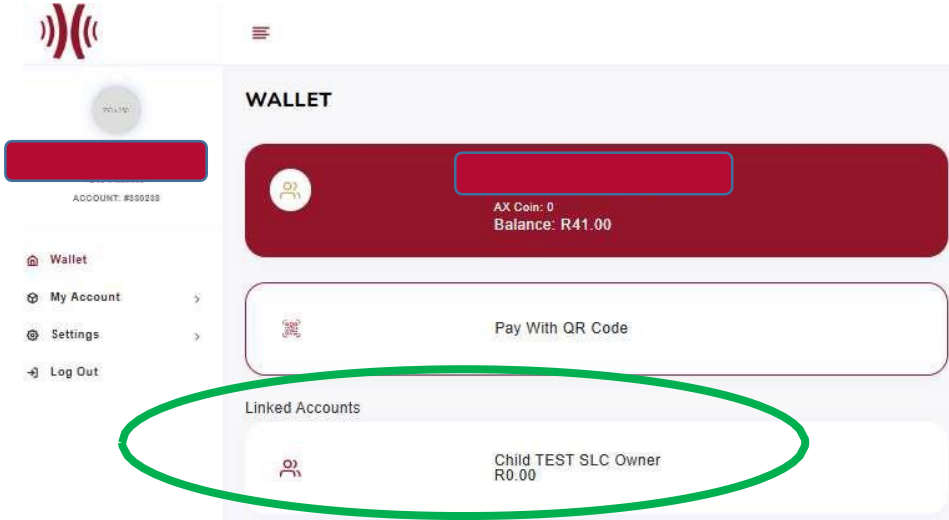
TRANSFER

3. Access the child account from your parent account

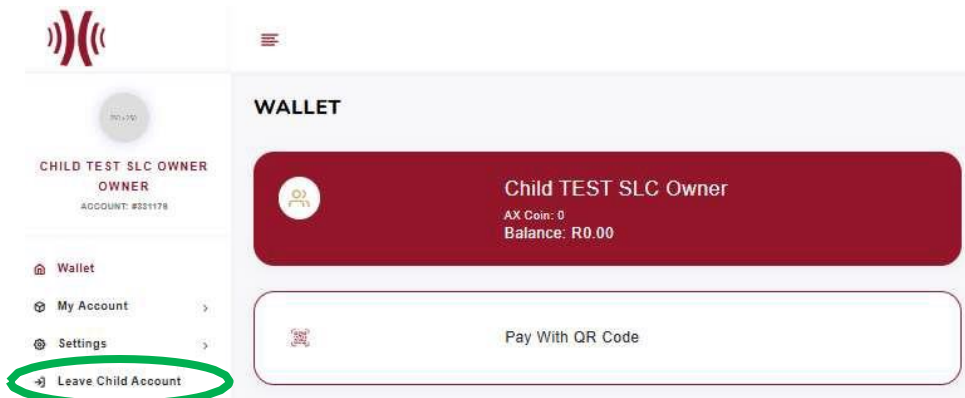
Your child's Allxs account will have the same layout as the parent account.

Through your parent account, you can access your child's account to view transactions and make purchases on their behalf.

3.1 To access the child account, click on the child's name under Linked Accounts on your Wallet dashboard. You will now be in your child's account.



3.2 To exit the child account and return to your parent account, click **Leave Child Account** on the menu bar.



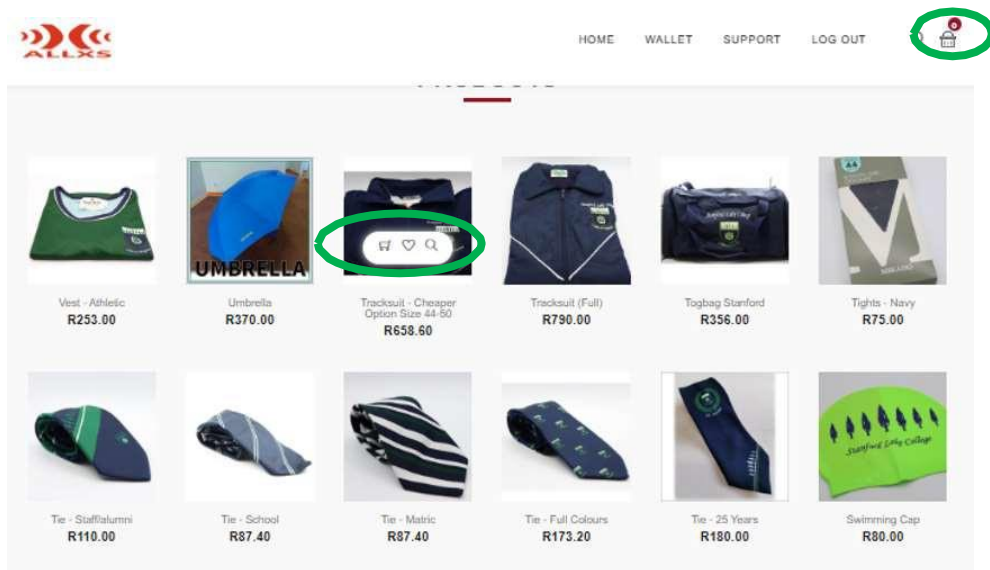
4. How to purchase items

All products available for purchase are grouped under different categories, known as VENDORS. On the Wallet dashboard, you will find the following Vendors.



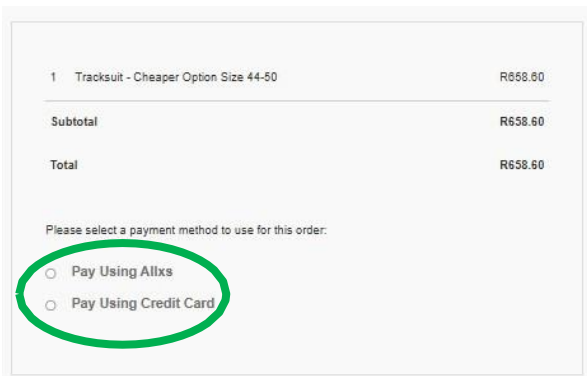
Explore the Vendors for items you need to purchase and add them to your cart.

To confirm the order and make payment, click on the shopping basket icon in the top right corner and select **View Cart** or **Checkout**



At checkout, you have 2 options:

- **Pay using Allxs** – this option will use the funds in your Allxs account.
- **Pay using Credit card** – this option will take you to the banking app to pay directly with your card.



5. Extra Information

5.1 Uniform items can be collected from Mrs. Blandy at the Uniform shop on **Mondays** and **Thursdays** during tea and lunch.

5.2 Merchandise items can be collected from Mrs. Arendse's office in the Administration Block.

5.3 Each child will receive an Allxs card, linked to their Allxs account. This card can be used at tuckshops, for bus rides, and various events. If a card is lost, it can be replaced at a cost. New cards can be purchased online and picked up from the Finance Office.

The ALLXS support team can be contacted via the following methods:

Email: support@allxsmedia.com, WhatsApp: 066 472 8657

Alternatively, Mrs. Snyman in the Stanford Lake College Finance Department may be able to assist:

Email: creditors@slc.co.za