Upay Account Registration
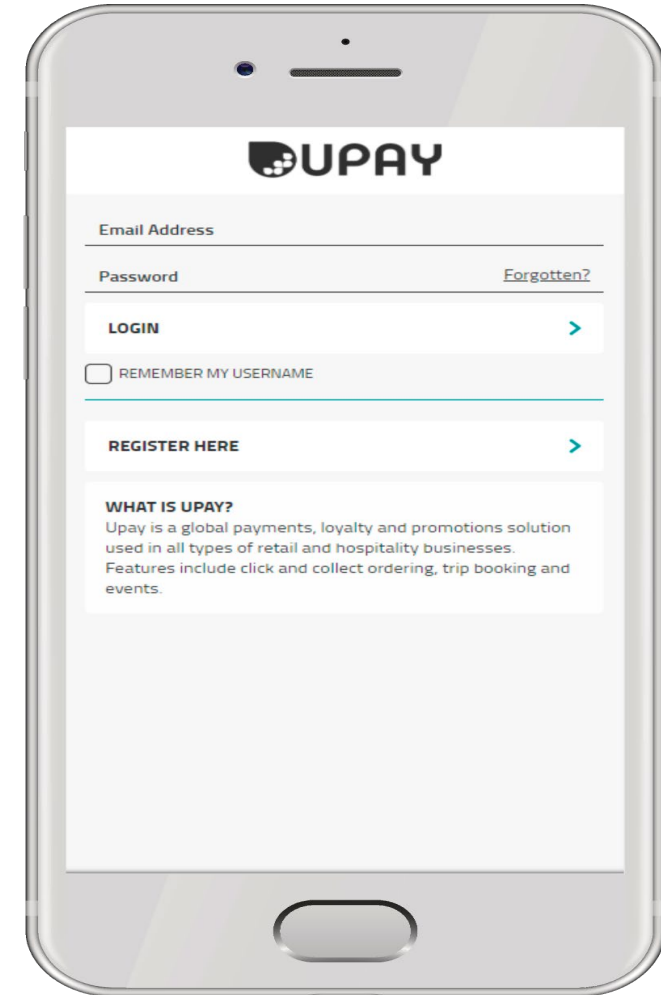

To create your UPAY account download the app

Alternatively visit www.upay.co.uk

You will need the below information to create your account:

- College Affiliate ID: **128**

- Your student ID number

Account Set Up

- Click register
- Enter the Affiliate ID **128** and your email address
- Review the Terms and Conditions and set your communication preferences
- In order to set up a Upay account, you must agree to the Terms and Conditions plus the acceptance of service messages. Marketing communications are entirely your preference.
- On the next screen, enter your User ID (this is your student ID number)

Logging In

- Once registered, login to Upay by going to www.upay.co.uk or open the App

- Click the login button and enter your username and password

- Your username will be the email address you have registered with
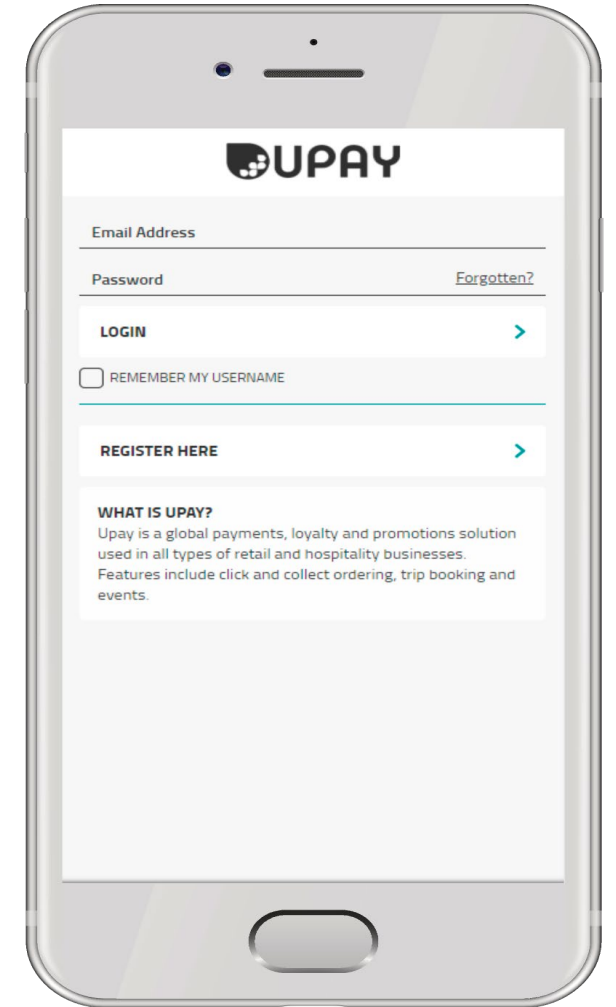
Top Up Options

There are 3 different methods for adding funds to your UPAY account:

- Pay as you go
- Auto top up
- Quick top up
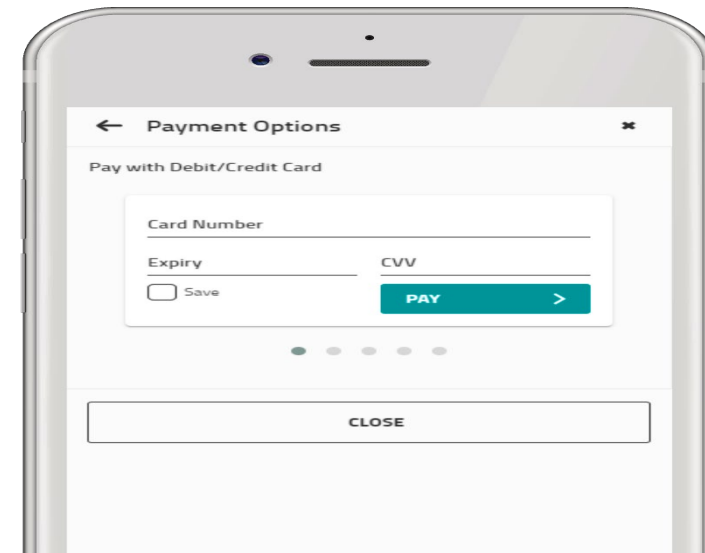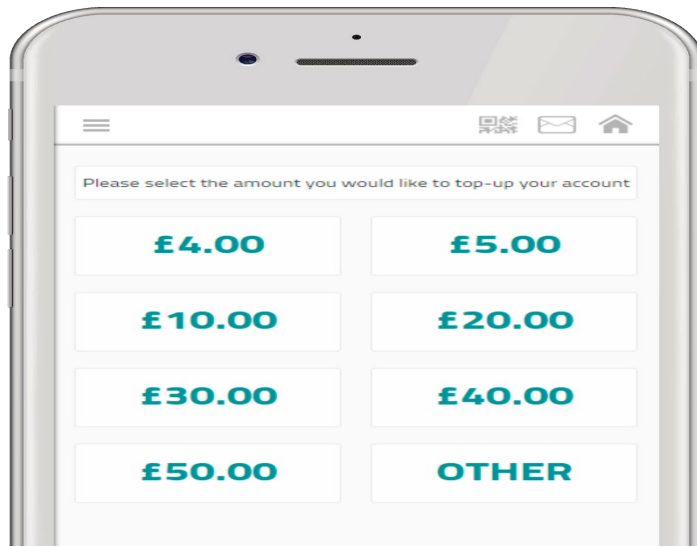
If you are eligible for Free College Meals your account will be credited with £3 every day. There is no carry forward of unspent funds.
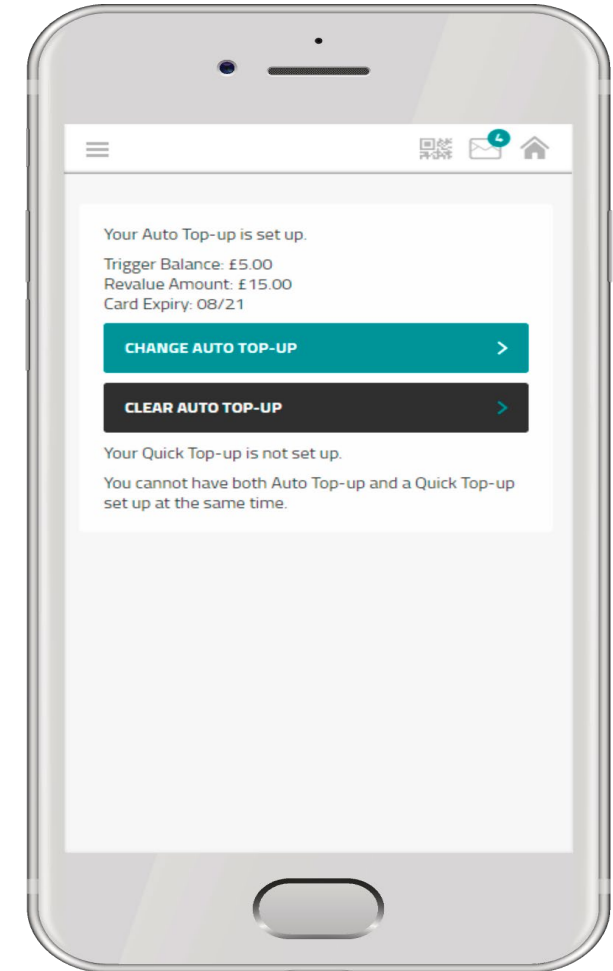
Pay As You Go Top Up

- Allows you to top-up your account in a manual, ad-hoc way. If you click on Top-Up from the home screen or main menu you can choose how much you want to top-up or enter another value

# Auto Top Up

- Optional feature that tops up your account when you hit a pre-set minimum amount

- Go to Account Management in the main menu and then select 'Auto Top-Up'

- Set a minimum trigger amount

- Once you have set your trigger amount, you then need to set your revalue amount. This is the amount that your account will automatically be topped up by, using the debit or credit card you select

Quick Top Up

- When your account reaches a pre-set minimum amount, you will receive an email to let you know

- This email will contain a link that will take you straight into the top-up process.

- If you have selected a debit/credit card when setting up the Quick Top-Up, all you need to do is enter your cards security code and confirm. If not, choose from a list of your saved card or enter new card details.
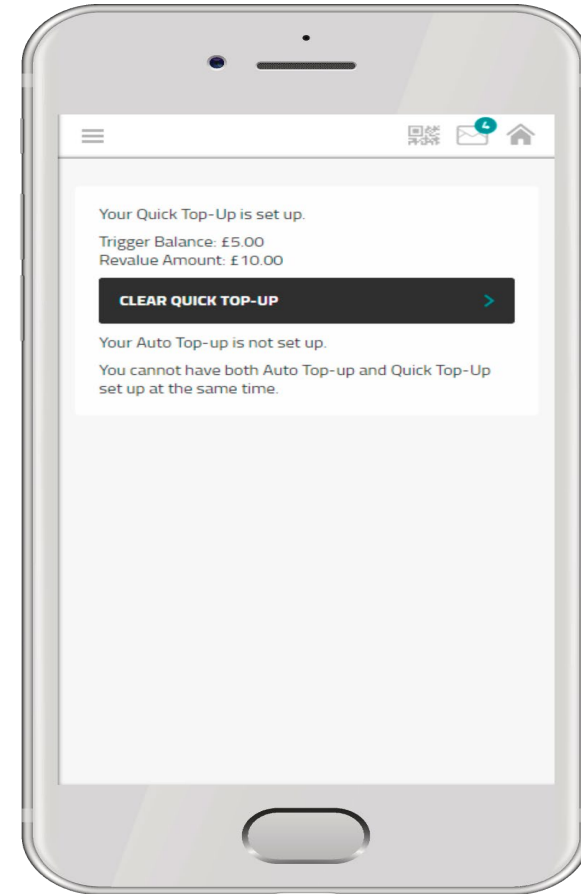
Wallet

- If you wish to add a card, go to 'Wallet' under Account Management

- You will be able to see limited information of saved card details and can add or remove cards

- Upay is fully compliant with PCI security standards for processing debit and credit cards.
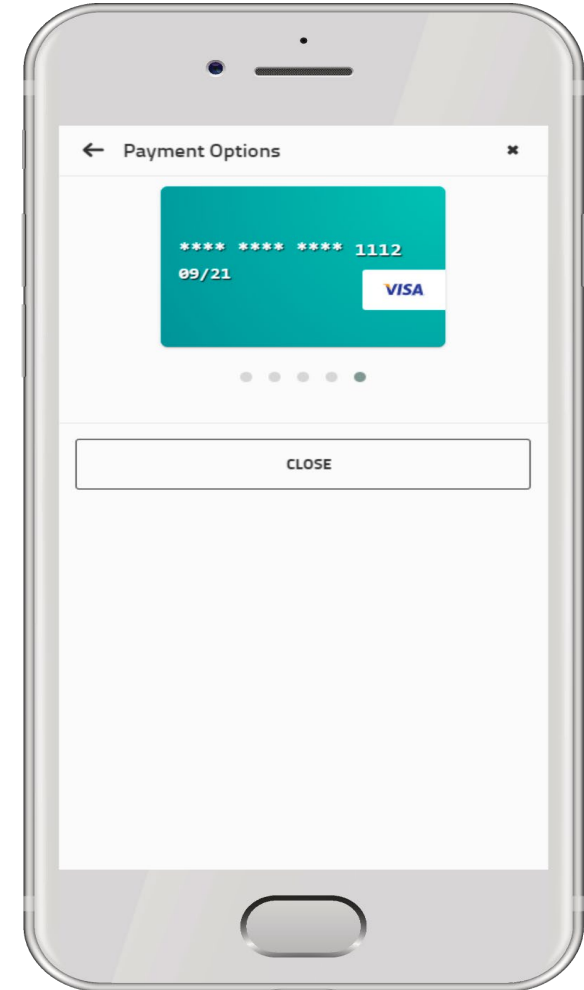
Account Management

- You can make changes to:

> Your details

> Wallet

> Spend limits

> Top-up settings

> Change email and password

> Close your account

- You can access Account Management via the carousel on the home screen or main menu.