

# ARBOR PAYMENTS – PARENT APP

## HOW TO TOP-UP A STUDENT ACCOUNT VIA THE ARBOR PARENT APP

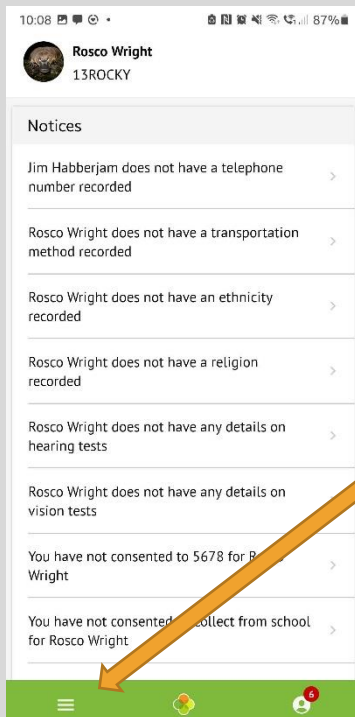
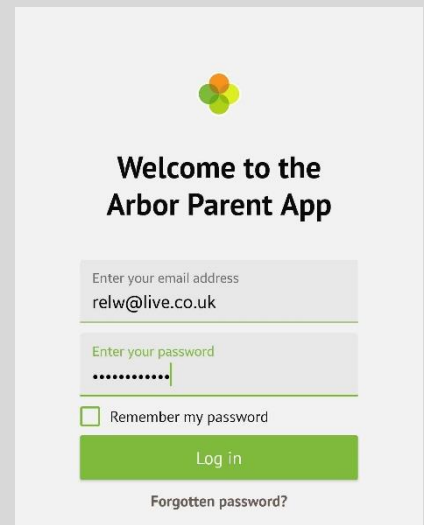
### 1. Log in to Arbor Parent App

Use your parent/guardian email address. This should be the same email address that the school has on record.

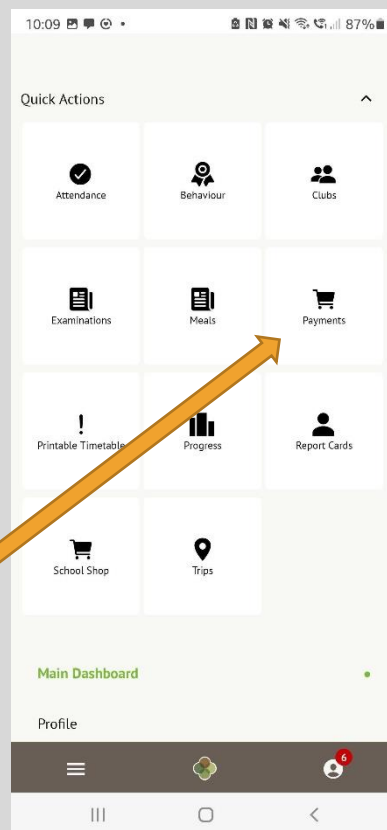
Forgot your password? Simply tap the “Forgotten password” link below the green Log in button.

Encountering login issues? Please click [here](#) for further assistance.

Don't currently have the Arbor Parent App? Please click [here](#) for installation instructions.

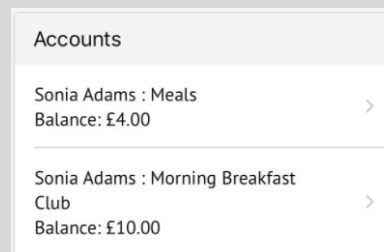


2. Once logged in, select the Menu icon (three lines in the green bar at the bottom left) to access quick actions and student account information.

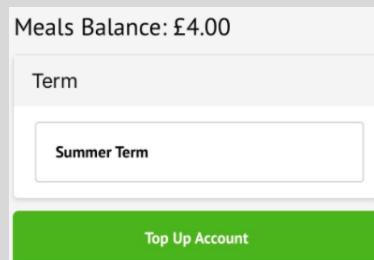


3. Tap on “Payments”.

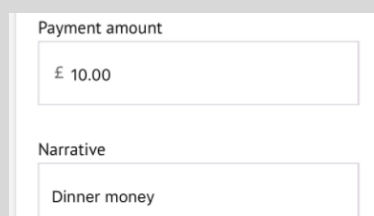
4. Choose the appropriate payment item. For instance, in the example below, we will select “Meals”.



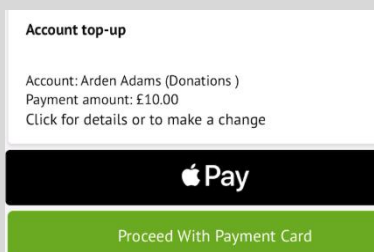
5. Tap the green “Top up account” button.



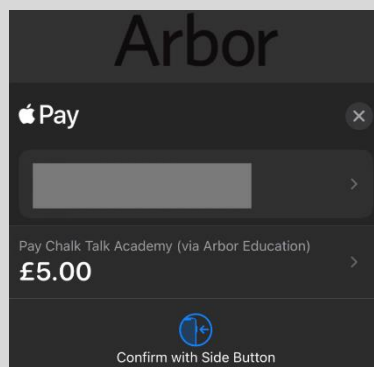
6. Specify the top-up amount and then tap “Pay now”. Please note the minimum payment amount is £2.



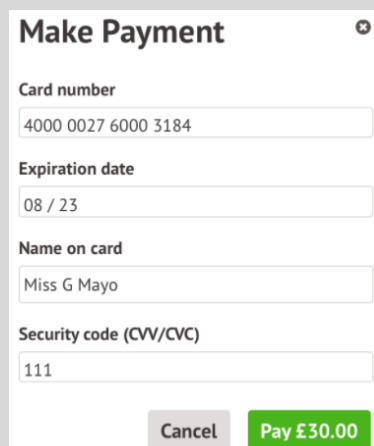
7. If you have Google or Apple Pay already setup on your device, you will see the appropriate button when making a purchase.



You can then authenticate the payment and receive confirmation of payment completion within Apple or Google Pay. Alternatively, tap “Proceed With Payment Card”.



8. This step applies only if you have selected “Proceed With Payment Card” in step 7. To complete the payment, enter your card details and click “Pay”. You'll receive confirmation that the transaction has been successful, and the meals balance will be updated to reflect the top-up right away.



If you encounter any issues, we're here to assist you. Please email us at [enquiries@caisteracademy.org.uk](mailto:enquiries@caisteracademy.org.uk), providing as much detail as possible and including screenshots if available.