

## Welcome!

Follow these quick and easy steps on how to “Add Funds” using LINQ Connect via the desktop version or on the mobile app.

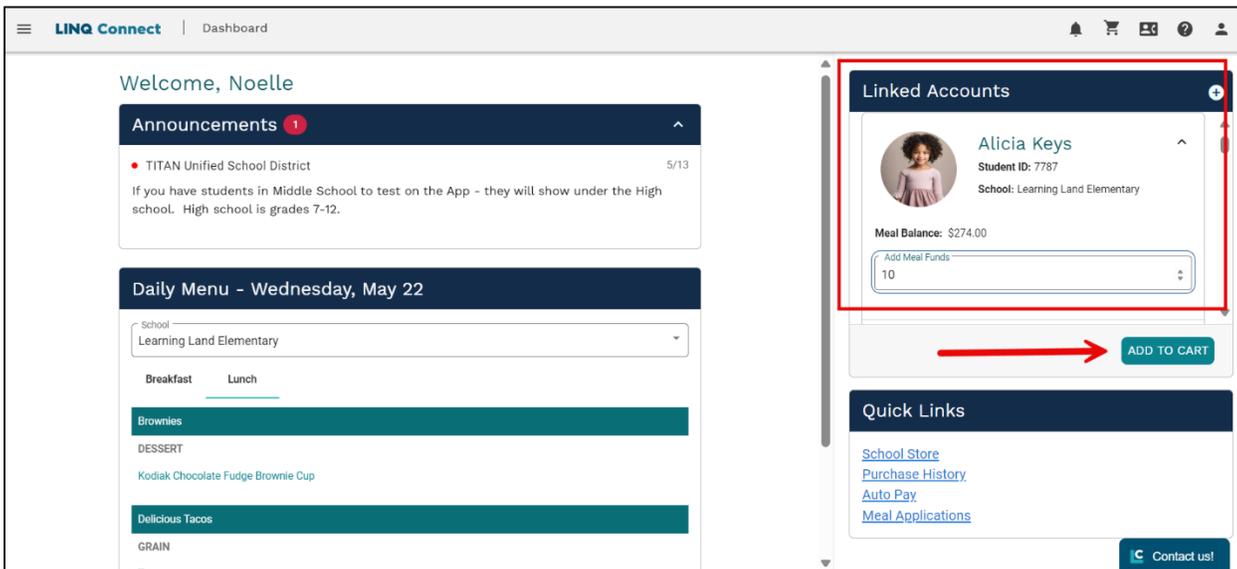
## Desktop Version - Dashboard

www.linqconnect.com

### Step 1

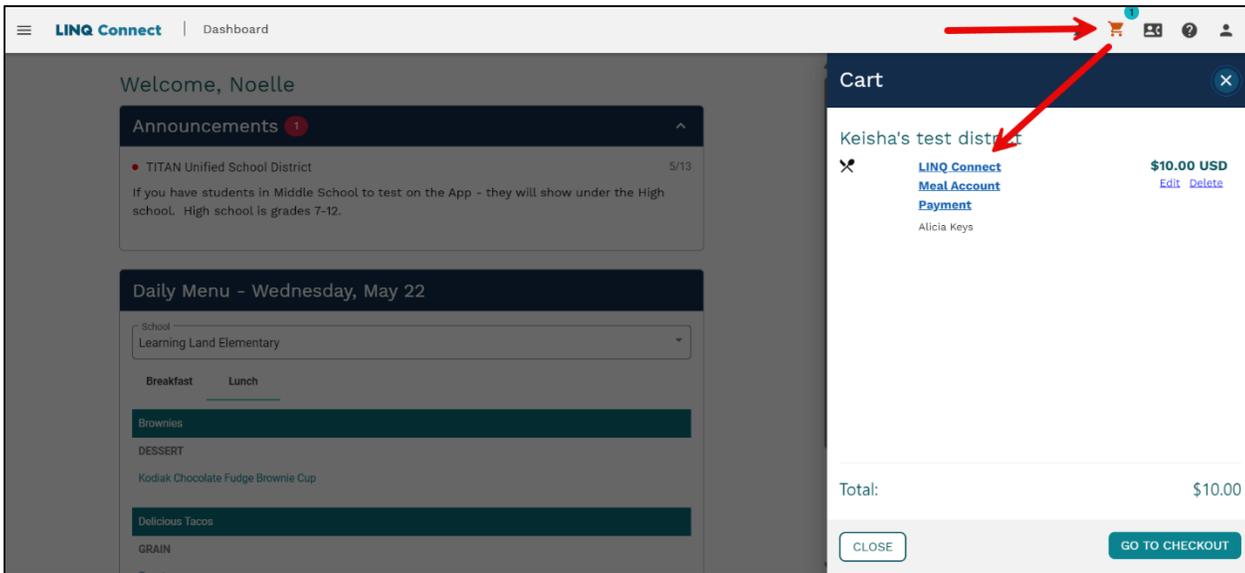
On the main dashboard, navigate to the student account you’d like to add funds to. Below the student’s Meal Balance, you will see a dropdown box of recommended amounts. Enter the amount and click Add to Cart.

If Add Meal Funds does not appear, the ability to add funds has been disabled by your school district. This typically occurs during summer months and over longer breaks.



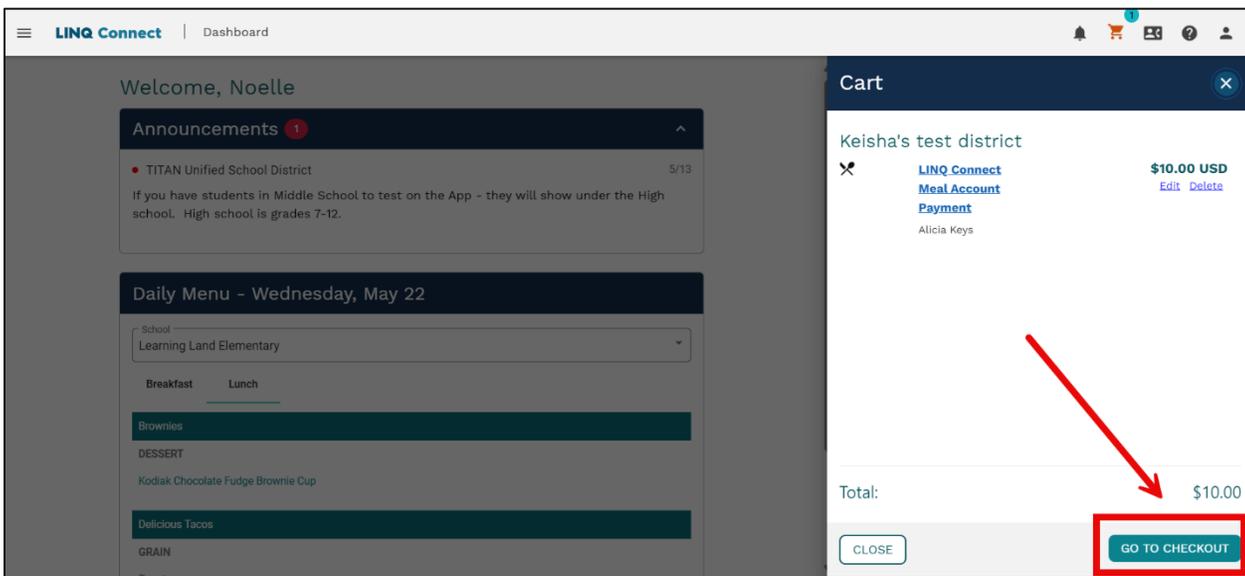
### Step 2

Open your cart and review your items.



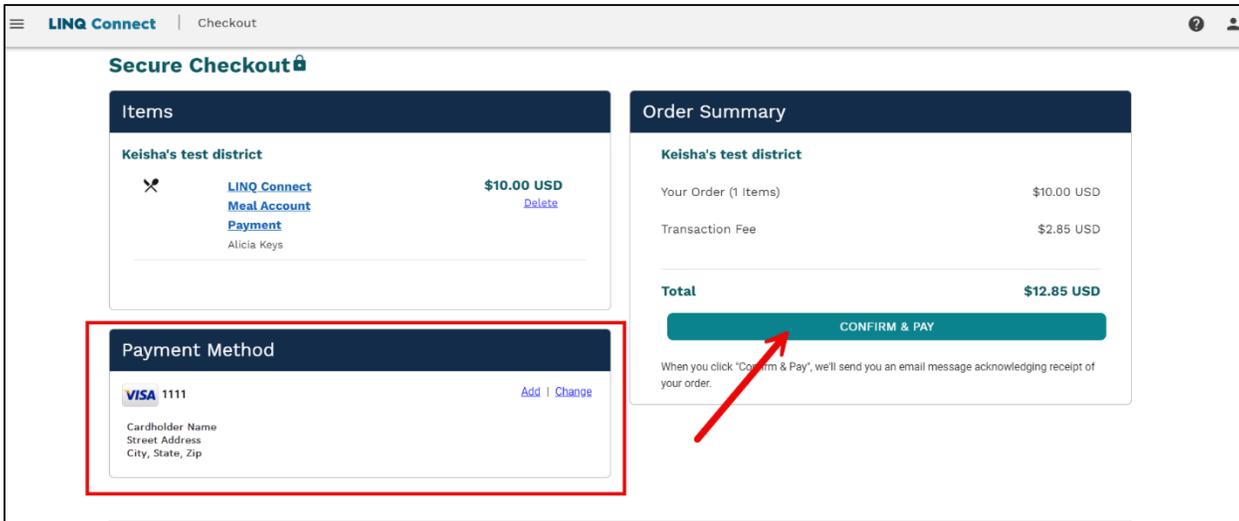
### Step 3

Click Go To Checkout



## Step 4

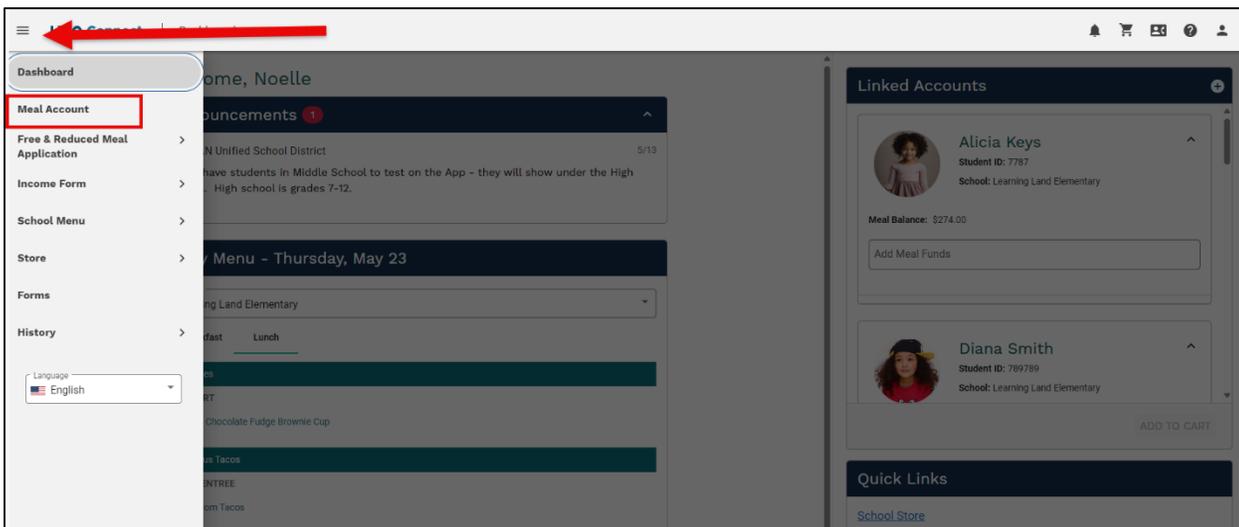
Select a Payment Method from the options you've previously saved. If you don't have a saved payment method, you must add a Payment Method first. Next, click Confirm and Pay



## Desktop Version - Meal Account

### Step 1

Navigate to the Main Menu and select Meal Account



## Step 2

Select the amount you would like to add to the student's account, then click Add to Cart. If you have multiple students, you can add funds to more than one student at a time by selecting an amount for each student before clicking Add to Cart.

The screenshot displays the 'Add To Balance' interface in the LINQ Connect system. The interface is divided into two main sections: 'Add To Balance' and 'Meal Balances'.

**Add To Balance Section:**

Account	Balance Before	Amount To Add	Balance After
Agnes Alcroft	\$0.00	<input type="radio"/> \$10 <input checked="" type="radio"/> \$20 <input type="radio"/> \$50 <input type="radio"/> OTHER	\$0.00
Alicia Keys	\$274.00	<input type="radio"/> \$10 <input checked="" type="radio"/> \$20 <input type="radio"/> \$50 <input type="radio"/> OTHER	\$294.00
Jimmy Butler	\$257.50	<input type="radio"/> \$10 <input type="radio"/> \$20 <input type="radio"/> \$50 <input type="radio"/> OTHER	\$257.50
Stacy Adams	\$116.00	<input type="radio"/> \$10 <input type="radio"/> \$20 <input type="radio"/> \$50 <input type="radio"/> OTHER	\$116.00

The 'ADD TO CART' button is highlighted with a red box.

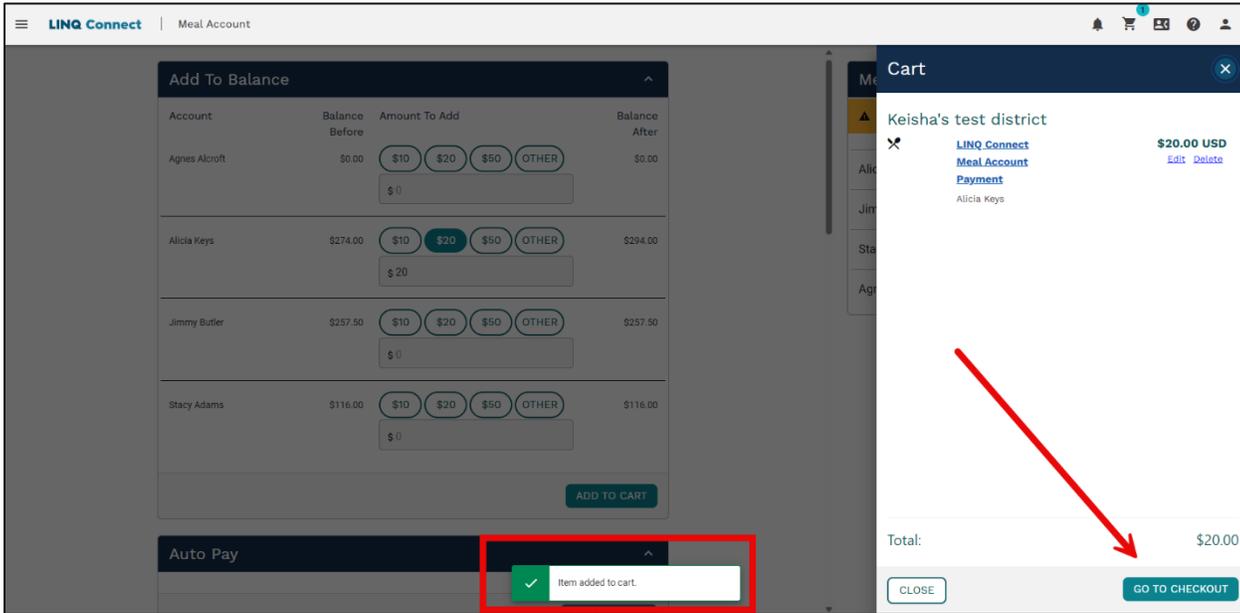
**Meal Balances Section:**

Account	Balance
Low Balance Warning - Agnes Alcroft	
Alicia Keys	\$274.00
Jimmy Butler	\$257.50
Stacy Adams	\$116.00
Agnes Alcroft	\$0.00

The 'Meal Balances' section shows a warning for Agnes Alcroft and the current balances for all students.

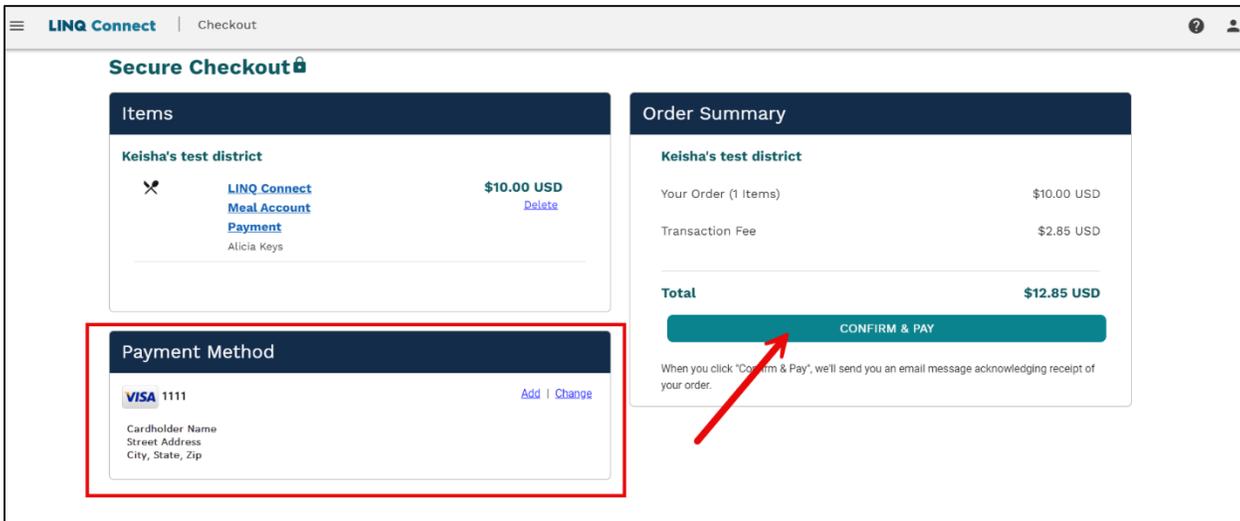
### Step 3

Once item is added, your Cart will automatically open from the right side. Select Go To Checkout to select your payment method.



### Step 4

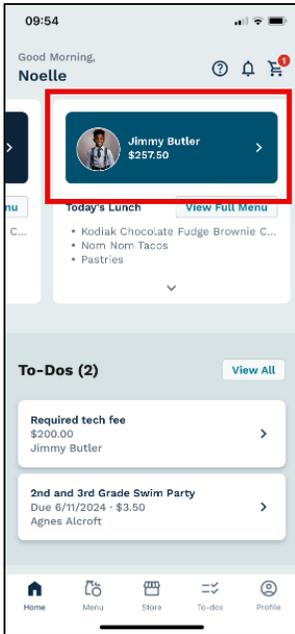
Add a Payment Method or select an existing payment method. Click Confirm & Pay



# Mobile App Version

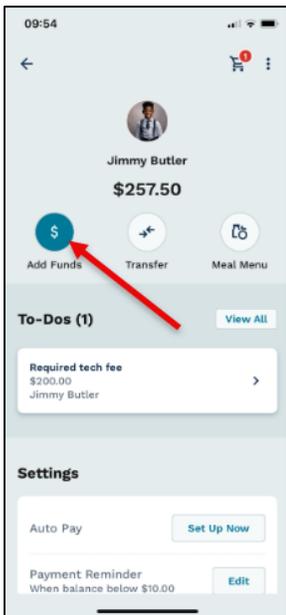
## Step 1

Click on the student account who will receive the funds.



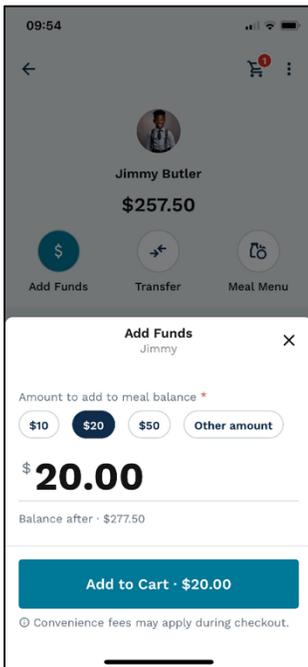
## Step 2

Click the \$ Add Funds icon



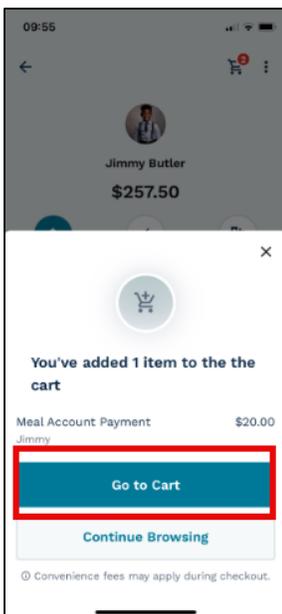
### Step 3

Select the amount to be added to the account. Click Add To Cart.



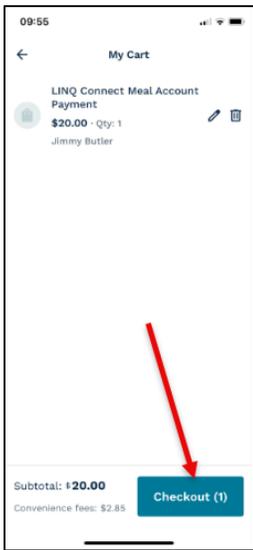
### Step 4

If you are ready to checkout, select Go To Cart. You can add funds to multiple students in one transaction by selecting Continue Browsing.



### Step 5

Review items and select Checkout.



## Step 6

Add or select your payment method. Click Confirm & Pay.

