



Dear Parent/Guardian of «Forename» «Surname»

### Here are the details for your child's online sQuid account

sQuid online payments is a new way to pay for everyday items at your child's school. If you already have a sQuid account, please see the section below that details how to add a child to your account.

#### How to create your own online sQuid account

- Go to the sQuid web page **portal.squidcard.com**
- Select the '**Create a customer account**' link
- Enter your details, create a password, choose a security question and answer
- Click the '**Register**' button to complete your registration
- Confirm your registration by clicking the link in your activation email
- Complete the required additional personal details
- Add your sQuid registration number, security code and assign a display name

Your 16 digit **sQuid registration number** is: «CARD\_NUMBER»  
Your 3 digit **security code** is: «CVV»

#### Already have a sQuid account?

Simply add your child's sQuid registration number and security code to your account on the 'Users' page.

Once you have created and activated your account, you will be able to access and manage your sQuid account online at anytime to:

- Top up your account from your bank account, credit or debit card
- Check your account balance
- View your transactions
- Update your details
- Add further children to your account

**Please be advised that although there is a message on the 'My Basket' page in the sQuid checkout process which states that a fee may be added to purchases below £10.00, this fee is not applicable to your school. Any payment below £10.00 will not incur a fee.**

Please refer to the sQuid web site for full Terms and Conditions.

Yours sincerely

sQuid