

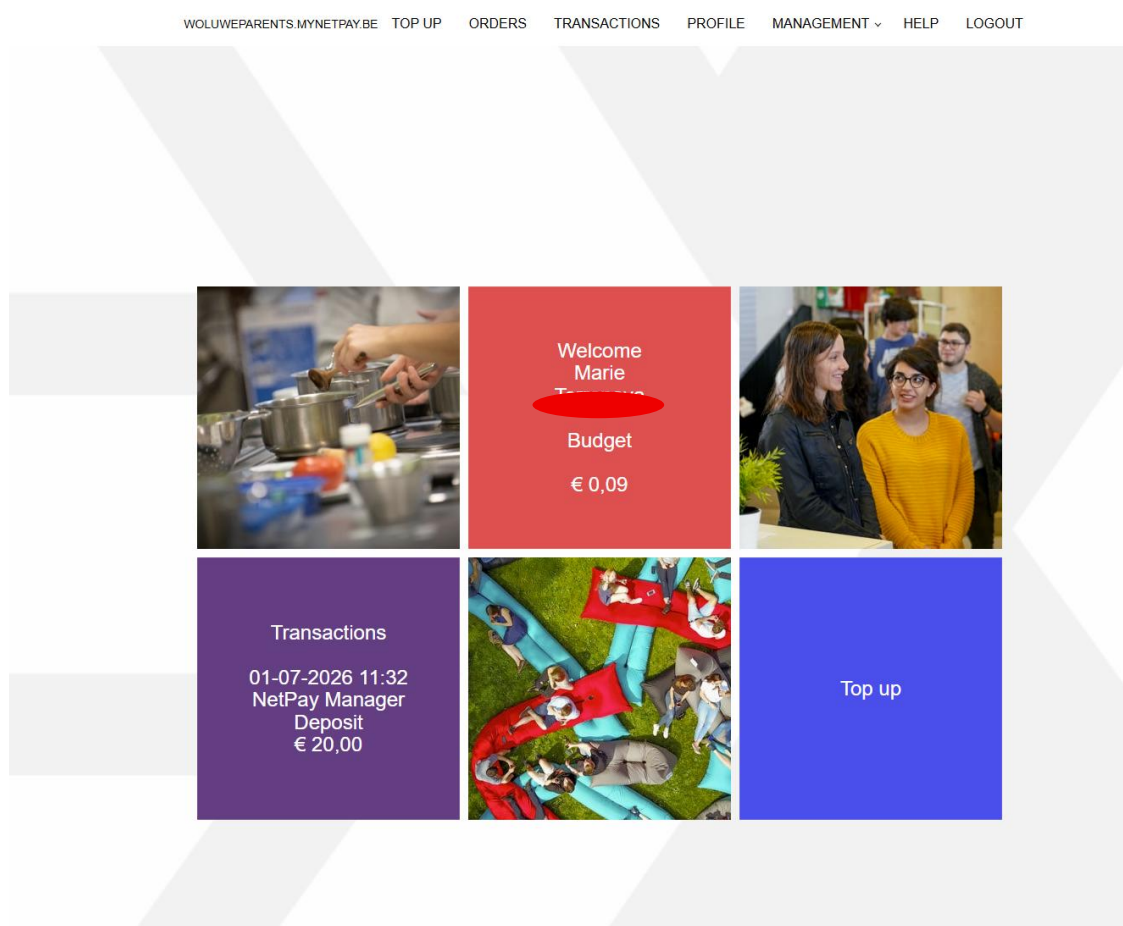


MY NET PAY PLATFORM USER GUIDE

Once you log in to the **My Net Pay** platform, you will arrive at the home page.

From this page, you can easily view:

- The remaining balance on your child's **KeyFob badge**.
- The most recent transaction made using the badge.





1. Adding Funds to the KeyFob Badge

To add money to your child's KeyFob badge, you have two options:

- Click the blue **"Top Up"** button on the home page.
- Or select the **"Top Up"** tab from the menu at the top of the page.

Once you are in the **"Top Up"** section, you can:

- Choose the amount you wish to add.
- Select your preferred payment method.

Please note: a transaction fee will be charged for each top-up.

Once your payment has been completed and confirmed, you will receive a **confirmation email**.

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Choose the amount to top up

€ 20

€ 40

€ 60

€ 80

€ 100



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€ 20

€ 40

€ 60

€ 80

€ 100


Bancontact


BANK TRANSFER


BELFIUS PAY


CREDIT CARD


IDEAL | WERO


KBC/CBC PAYMENT

Confirm your payment

Transaction fee € 0,26

Herewith you confirm that you agree with our terms and conditions.

2. Booking an Occasional Meal

To book an occasional meal for your child:

1. Select the **“Orders”** tab.
2. Click on **“Meals”**.
3. Choose the date on which you would like your child to have lunch in the canteen.
4. Complete and confirm your payment.

Once the payment has been successfully processed, you will receive a **confirmation email**.



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My Orders

Orders Marie.Terranova

Select the desired items from the list.
In the next screen you can choose for which dates you wish to order them.

Takeaway place: Plat du jour ▾

Show all Acces Repas

Acces	Repas
Acces cantine	Plat du jour
€ 9,80	€ 9,80

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Orders

Select the dates on which you want to collect these articles and click on done to confirm.

1 Repas Plat du jour € 9,80

1 Item. € 9,80

Select the desired pick-up dates:

<	October	>	<	2026	>	
Mo	Tu	We	Th	Fr	Sa	Su
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
Clear			Done			