

Dear Parents,

This September take advantage of our **NEW and CONVENIENT** way to purchase food at the cafeteria with our **Zipthru DINE SMART Reloadable Card**. Just like any gift card, a balance is loaded on a card and declines as purchases are made. The online function of this program provides convenience for the parent to purchase, reload and monitor balance and spending as well as balance protection.

If you have any questions or concerns, please email [zipthru.support@compass-canada.com](mailto:zipthru.support@compass-canada.com).

## 4 STEP PURCHASING PROCESS:

**STEP ONE:** Buy an e-certificate online at [zipthru-card.ca](http://zipthru-card.ca) using a credit card or debit. 2 e-mails will be sent immediately to your e-mail address; first, the receipt and second, the e-Certificate.

**STEP TWO:** Print and present the e-Certificate to the cashier at the cafeteria and the balance will be transferred to a Zipthru reloadable card.

IMPORTANT  
Security  
Step

**STEP THREE:** Visit [zipthru-card.ca](http://zipthru-card.ca) and Create an Account using the number from the card that was issued.

**STEP FOUR: Purchase using your card.** Each time the card is used to make a purchase, the amount of the purchase is deducted from the balance on the card. The balance is printed at the bottom of each receipt.

## STEPS TO USE “MY ACCOUNT” FEATURE

**STEP ONE:** Visit [www.zipthru-card.ca](http://www.zipthru-card.ca), once you have obtained a physical card. Select “Create an Account” and use the number located on the back of the Zipthru DINE SMART Card.

**STEP TWO:** After you have created an account, visit [zipthru-card.ca](http://zipthru-card.ca) site at any time to review current balance. With an account you can **reload a card instantly**.

**Card Protection** If the card is lost or stolen, visit [www.zipthru-card.ca](http://www.zipthru-card.ca), go to “My Account” and report the card lost. This will put a hold on the balance. The system will notify our head-office and within three business days we will issue a new card with the remaining balance. A follow up e-mail to the account holder will communicate next steps.

*\*There is no charge for the first two replacements of a card during a school year, due to loss or damages however; a \$5 administration fee may be charged for each subsequent replacement.*

**A card can also be purchased directly at the cafeteria.**

We hope that you enjoy our new service!

### Benefits

- No need to carry cash
- No expiry
- No fees\*
- Parent can purchase and reload online

#### Create An Account To:

- Reload / auto-reload
- Put a hold on balance
- View balances and spending