



My Monitor

Account Top Up/Reload - User Guide



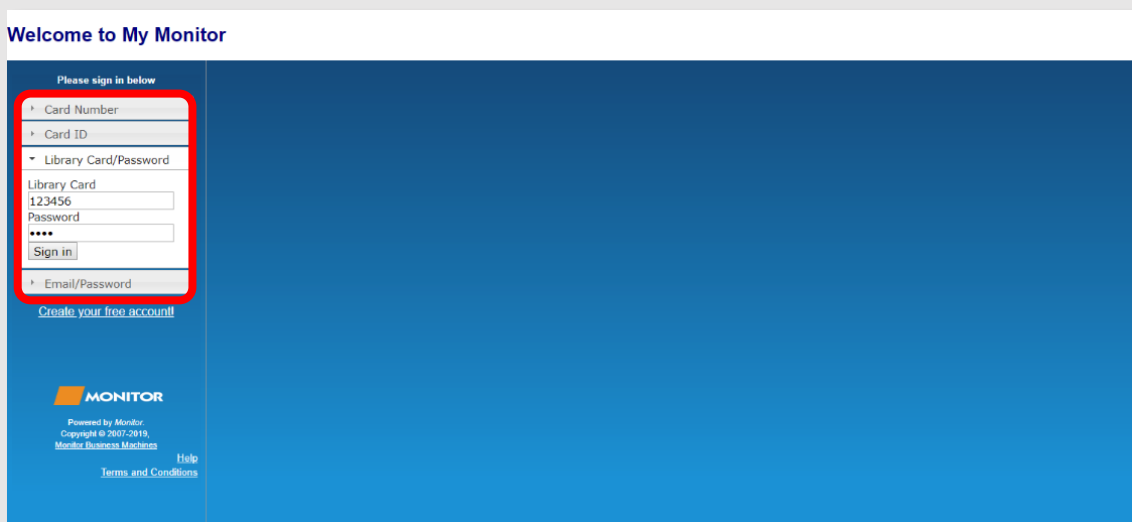
ACCOUNT TOP UP/RELOAD - USER GUIDE

IMPORTANT NOTICE

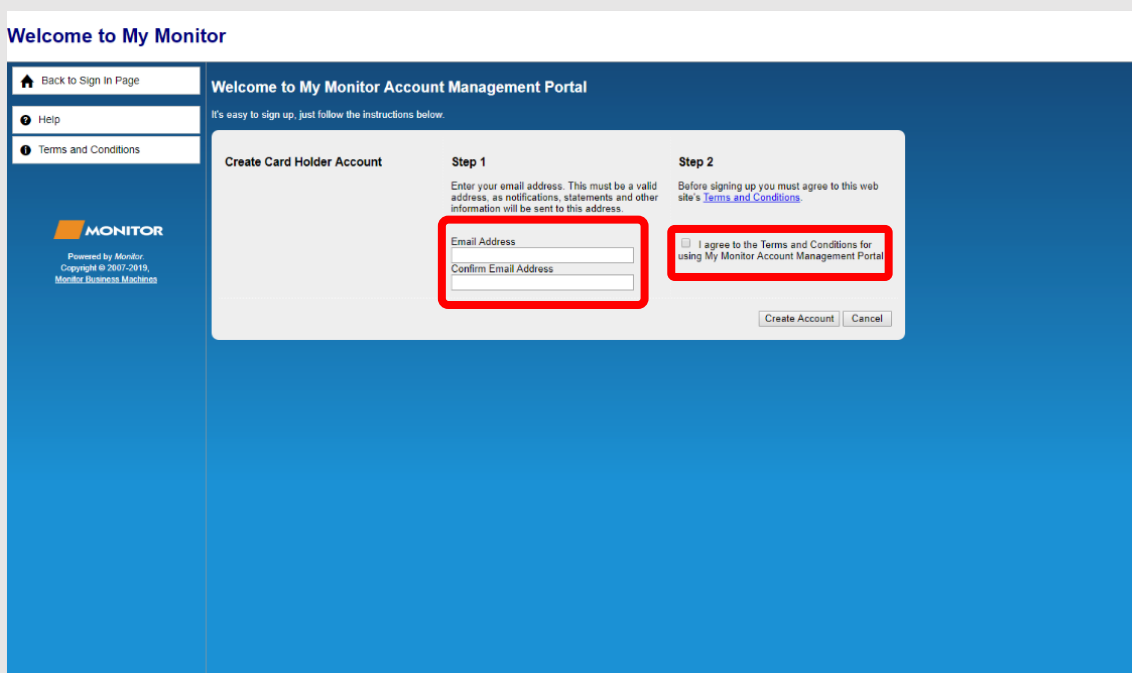
NOTE: This guide is a generic document, images included are based on the default configuration and may be different based on the branding, configuration and design of the site you are accessing. The general user experience will be somewhat similar.

LOGGING IN

Sign in to the site using your "Library Card Number" and "Password".

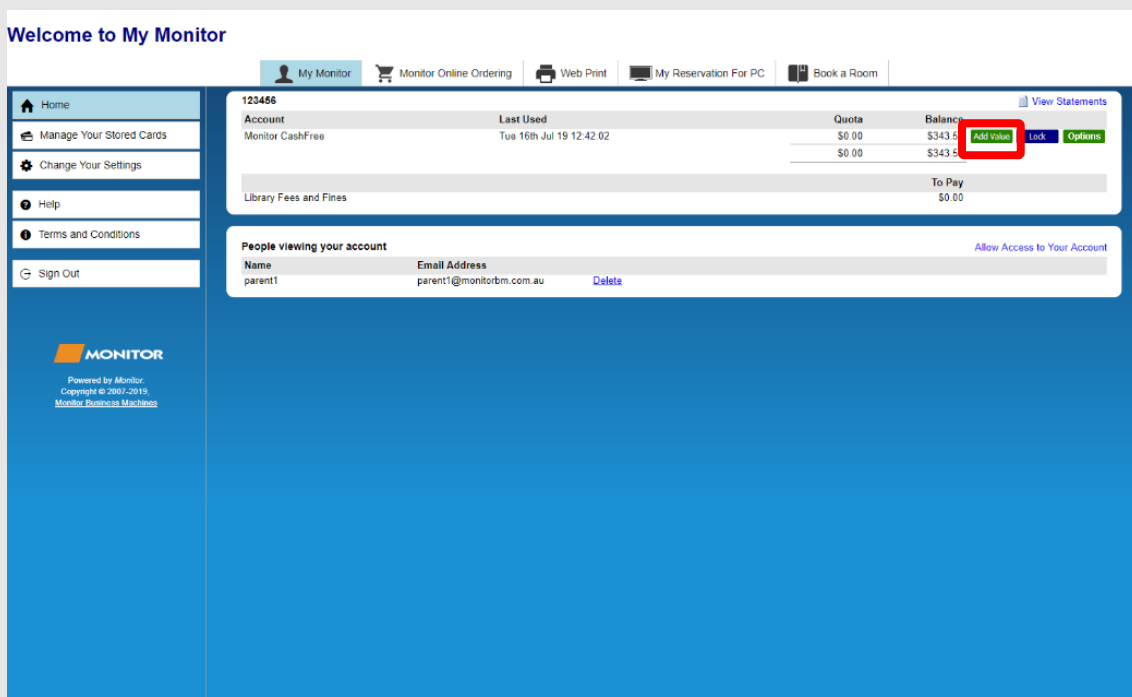


If it is your first time using the site you will be prompted to enter some details and agree to the Terms and Conditions.

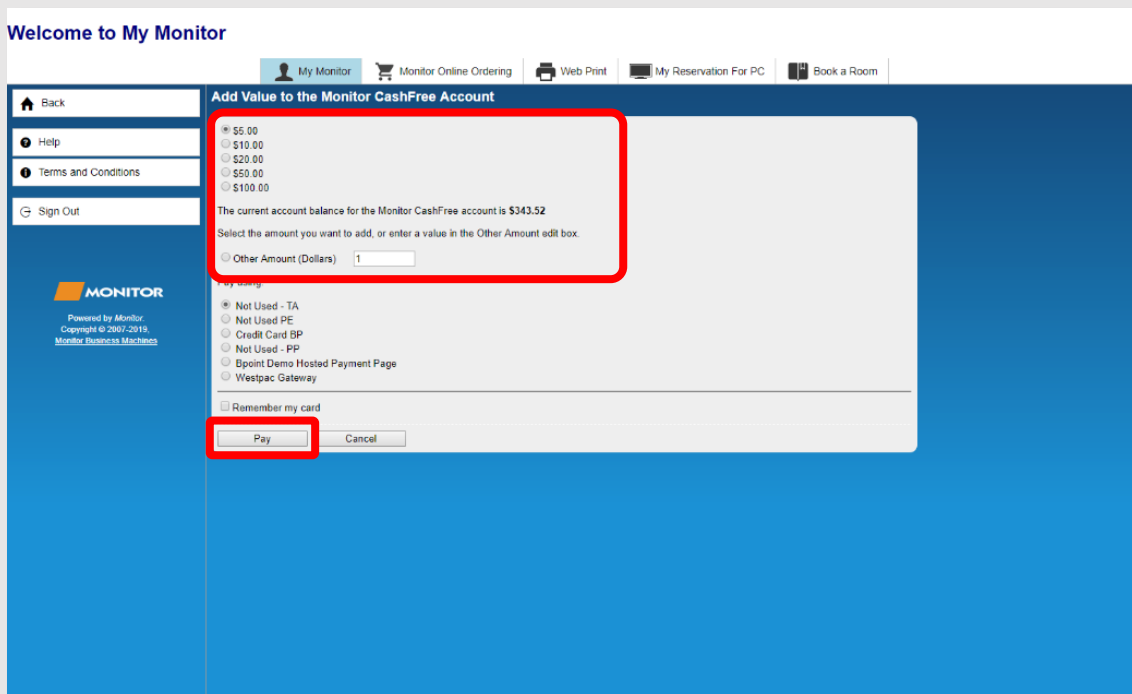


ADDING FUNDS/TOPPING UP YOUR ACCOUNT

From the main screen select the "Add Value" button to begin topping up your account.



Select the amount you would like to add to your account and click "Pay".



NOTE: Funds are non-refundable, do not add more than you will need.

Enter the credit card details of the card that you would like to use to top up your account with and click “Pay”.

Welcome to My Monitor

My Monitor Monitor Online Ordering Web Print My Reservation For PC Book a Room

Help
Terms and Conditions
Sign Out

MONITOR
Powered by Monitor.
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Please enter your card details below. They will be submitted directly to the bank and will not be stored or processed by My Monitor Account Management Portal.

Amount: \$5.00
Name on Card: mr test account
Card Number: 1234567890123456
Expiry Date: 01/19
Security Code: 123

Pay Cancel

Secured by
Commonwealth Bank

AMM-48 123 121 124

If payment is successful you will be given a receipt as shown below, click “Print Preview” if you would like to print/save this receipt.

Welcome to My Monitor

My Monitor Monitor Online Ordering Web Print My Reservation For PC Book a Room

Help
Terms and Conditions

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Tax Invoice

Date: 16/07/2019 12:46:34 PM
Name: Mr Test
Account Number: 123456
Payment Type: Credit Card BP
Email: test@monitorbm.com.au
Authorised Reference: 705870990
ABN: 123 456 789

Added to account: \$5.00
Online Payment: \$5.00 MBM/d56386c06b084326
GST Included: \$0.45

For problems regarding this site or a transaction,
please contact us at sales@vps28.com

Print Preview Continue

Click “Continue” when done to return to the main screen.

ACCESSING OTHER FEATURES

If you have Fees and Fines on your account you can proceed to pay them using the button displayed, otherwise, you can use the menu across the top of the page to access other online services such as Booking a PC, or Web Printing.

The screenshot shows the 'My Monitor' account dashboard. The top navigation bar includes links for 'My Monitor', 'Monitor Online Ordering', 'Web Print', 'My Reservation For PC', and 'Book a Room'. The left sidebar contains links for 'Home', 'Manage Your Stored Cards', 'Change Your Settings', 'Help', 'Terms and Conditions', and 'Sign Out'. The main content area displays account information for '123456' and 'Monitor CashFree', including a table with columns for 'Account', 'Last Used', 'Quota', and 'Balance'. A 'Library Fees and Fines' section shows a balance of '\$0.00'. Below this, there is a section for 'People viewing your account' with a table listing the user 'parent1' and their email address 'parent1@monitorbm.com.au'. The 'Sign Out' link in the sidebar is highlighted with a red box.

Account	Last Used	Quota	Balance
Monitor CashFree	Tue 16th Jul 19 13:05:01	\$0.00	\$348.52
		\$0.00	\$348.52

Name	Email Address
parent1	parent1@monitorbm.com.au

Don't forget to click "Sign Out" when finished.

Supplementary Technical Service Guide

ACCOUNT TOP UP/RELOAD - USER GUIDE

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