

St John's College Member Portal - Battels

We are pleased to introduce the new St John's College Member Portal where you can now view your Battels and make online payments.

The member portal can be accessed from the intranet (Catering – Member Portal) or from this link [Member Portal](#). You need your Single Sign On to access the Member Portal.

St John's College Member Portal

For meal bookings, card top-ups, Battels account and online payments



Click to Enter
Member Portal



Note the new system has replaced the old one and uses SSO, therefore you no longer need the separate meals password.

Once at the Member Portal landing page, click the button to **Enter Member Portal**.

How to view and pay your Battels

1. Click Battels to open up the Battels window.

St John's

St Johns College Member Portal

Catherin

Meal Booking EPOS **Battels**

Battels
Battels Balance: 0.00 GBP

Pay Battels
Amount
Make Payment

Battels History
Mon 25 Sep 2023 Since Last Statement 0.00 **View**
Print

2. Here you can view your battels history and print your statement.
3. You can also make payment of your battels by entering the amount you wish to pay in the field under Pay Battels.
4. Click Make payment.

St John's College Payment Page

Product Code	Description	Amount
0000000000-0000000000-0000000000	Battels	5.00 GBP

Cardholder Details

Name:

Email address: *

Phone number: *

Address: *

City/Town: *

County:

Postcode: *

Credit/Debit Card Details

Card type: <input type="text" value="Visa"/>	Start month: <input type="text" value="01"/>	Start year: <input type="text" value="13"/>
Card number: * <input type="text"/>	Expiry month: * <input type="text" value="01"/>	Expiry year: * <input type="text" value="23"/>
CV2 number: * <input type="text"/>		

Enter the required details in the form:

1. Personal details: Name, email address (for sending receipt), phone number (in case of query) and Cardholder Address (for verification).
2. Card details: Standard details required for online transactions.
3. IMPORTANT! If your card has a 'Start' or 'Valid From' date, you MUST enter this.
4. Click Complete Payment

When the payment is completed you will receive an on-screen confirmation:

Transaction Complete	
Your transaction has been authorised and your card will be billed for GBP 1.25. Please note your transaction reference number: 141856189	
Your payment	
Item Description	Amount
TOP UP CARDS	GBP 1.25 GBP
You should also receive a confirmation Email shortly. Please check both your inbox and spam folders within your Email client.	
Click here if not automatically redirected	

And you will be sent an email receipt:

St Johns College Oxford <[email address](#)>

Thank You for Your Payment

Thank you for your payment just placed via our web site.

Name : STUDENT NAME

Transaction Reference Number : 141856189

Transaction Date : 2021-08-26

Transaction Time : 10:30:43

Transaction Amount: 1.25 GBP

Please keep this email for your reference

Regards

St John's College Oxford

You will then be returned to the Battels page of the Member Portal.

Please note that online battels payments will not show on your battels immediately but should be visible within 2 working days.