# 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

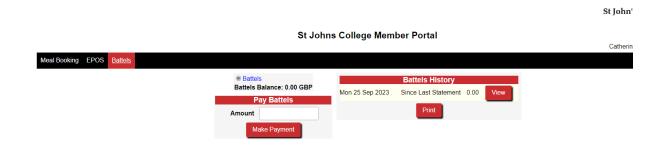


Note the new system has replaced the old one and uses SSO, therefore you no longer need the separate meals password.

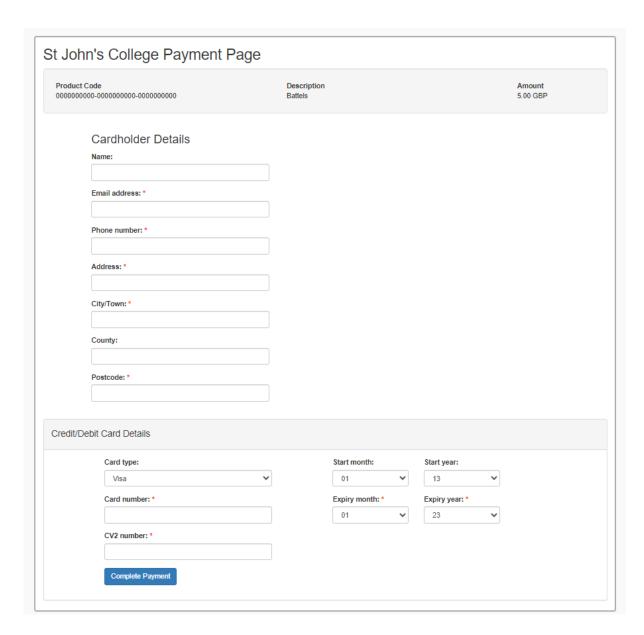
Once at the Member Portal landing page, click the button to Enter Member Portal.

## How to view and pay your Battels

1. Click Battels to open up the Battels window.



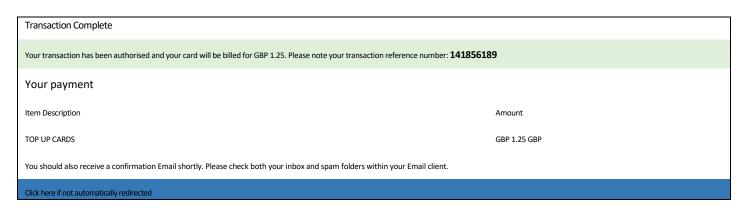
- 2. Here you can view your battels history and print your statement.
- 3. You can also make payment of your battels by entering the amount you wish to pay in the field under Pay Battels.
- 4. Click Make payment.



### 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:



# And you will be sent an email receipt:

Regards

St John's College Oxford

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

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.