

Using your Sodexo Card at St. Paul's

Updated: 22 August 2014



Questions you might have

- **What is the Sodexo Card?**

The **School Councils in the Senior and Prep School** asked that we have a card system to pay for things at the Tuck Shop. Sodexo have now devised a card that can be used here in Brazil. This card should reduce the amount of time everyone has to wait to be served.

- **How do I put credit on the card?**

You can pay in 2 ways:

(1) Either paying directly at the Tuck Shop (between 07h00 to 07h55 and 15h05 to 17h00).

OR

(2) Through the website: www.sodexocard.com.br. When you pay online you will have to get a parent to login and to print off a *boleto*. They can then pay this using their online bank account. It will take two working days for the credit to appear on your account. If you do it online on Friday it should be available on Tuesday.

When your balance goes below R\$20.00 you can opt to receive an email alert.



SODEXO CARD

- **Can someone else use my card?**

No. When the bar code is read by the cashier's computer your name and photograph will appear. If the details do not match then you will not be served and the card will be detained by the Sodexo Cashier.

- **Can you still use cash at the Tuck Shop?**

During Break and Lunch Time you will only be allowed to use the Sodexo Card.

- **How much does the card cost?**

The first card given to you is free. After that you will have to pay R\$15.00 for a replacement card.

- **What do I do if I lose my card?**

If you lose it at school then speak to someone at the Tuck Shop immediately. You can also do this by logging into the Sodexo website (www.sodexocard.com.br). You will be issued the new card when you pay R\$15.00 at the Tuck Shop. The balance of your lost card will be transferred automatically to your new card.

SODEXO CARD

- **How do I add credit to my card from the website.**

Only parents can access the site (www.sodexocard.com.br) it is necessary for them to enter their CPF. Your card is registered under the parent who is registered to pay the School Bill. When your parent registers for the first time they must click on **Novo Usuário**.

Cadastre-se **Cadastro de Usuário**

Meu Cartão **Novo Usuário**

Consulte o saldo e o extrato do cartão.

Usuário: (Campo obrigatório)

Senha: (Campo obrigatório)
 [Esqueci minha senha](#)

Cadastre-se e conheça as vantagens de ser um associado Sodexo Card.

Nome
SCHEILA FARIAS SILVEIRA

CPF
007.229.050-17

USUARIO

Informe somente letras minúsculas e números (máximo 21 caracteres)

SENHA

Informe somente letras minúsculas e números (máximo 12 caracteres)

SODEXO CARD

After you register you can enter the site.

The screenshot displays the SODEXO CARD user interface. On the left, a vertical menu contains the following options: 'Olá LAERCIO AVELINO ALVES', 'RECARREGAR CRÉDITOS', 'EXTRATO DE RECARGA', 'SALDO ATUAL', 'EXTRATO DE CONSUMO', 'CONTA', 'TROCAR SENHA', and 'SAIR'. The main content area is titled 'Recarregar Créditos' and lists two cardholders: 'DIEGO MAIA DA SILVA' and 'GABRIELA DE ALMEIDA'. To the right, there is a transaction form for 'Lanchonete' with two input fields, each containing the number '0'. Below these fields, the total amount is displayed as 'Total: 0,00' in a grey box, and an orange 'Recarregar' button is positioned at the bottom right. A mouse cursor is visible over the central area of the page.

The Parent can add credit for all the children in one family.

SODEXO CARD

- Online you can find out the balance on your account.

Olá LAERCIO AVELINO ALVES

Saldo atual

RECARREGAR CRÉDITOS

Dependentes:

Lanchonete

EXTRATO DE RECARGA

DIEGO MAIA DA SILVA

43,25

SALDO ATUAL

GABRIELA DE ALMEIDA

74;00

EXTRATO DE CONSUMO

CONTA

TROCAR SENHA

SAIR

SODEXO CARD

- Online you can also see what has been bought using the card.

Olá LAERCIO AVELINO ALVES
RECARREGAR CRÉDITOS
EXTRATO DE RECARGA
SALDO ATUAL
EXTRATO DE CONSUMO
CONTA
TROCAR SENHA
SAIR

GABRIELA DE ALMEIDA	DIEGO MAIA DA SILVA	
Data	Item	Valor
Lanchonete		
13/02/13 13:48:25	Credito Via Portal 00007843	+20,00
	Cookie Baunilha X 1	-2,80
14/02/13 14:53:05	Total	-2,80
	Cookie Baunilha X 1	-2,80
18/02/13 15:58:23	Total	-2,80
	Gelatina X 1	-1,50
21/02/13 15:53:08	Total	-1,50
	Croissant Chocolate 70g - 80g X 1	-2,80
27/02/13 15:53:18	Total	-2,80
	Croissant Chocolate 70g - 80g X 1	+2,80
27/02/13 15:53:28	Total	+2,80
	Gelatina X 1	-1,50
27/02/13 15:53:59	Total	-1,50
	Saldo em 19/06/2013:	11,40

Imprimir

IMPORTANT INFORMATION

If you have any suggestions for improving the Sodexo Card then please pass this onto your School Council Representatives (once they have been elected).

In case you have questions you can send an email to sodexocard@sodexo.com.br.