



# PAYMENT SYSTEM



## CONNECTING YOUR WHITE REGISTER TO THE INTERNET

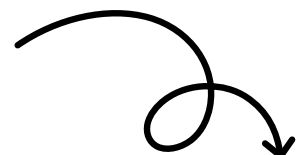
The register is an Android tablet that can connect to the Internet in two ways:

- **Cellular:** It automatically connects to an AT&T or T-Mobile network, just like a smartphone
- **Wi-Fi:** Turn on Wi-Fi and connect to your school's network or another available network

When connected to the Internet you can:



- Use the **FIND eWALLET** feature to search for eWallets on the register
- Redeem Share the Fair™ contributions and view your real-time balance
- Close out your register at end of the Fair to pre-populate your Financial Form

Continue to the next page for detailed instructions on getting—and staying—connected!



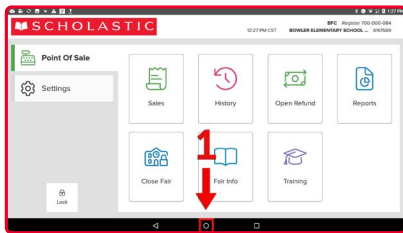
# CONNECT TO A CELLULAR NETWORK

Your register should automatically connect to an AT&T or T-Mobile network:

- To avoid interference, swipe down from the top of the screen to ensure Wi-Fi is off: 
- To check cellular strength, swipe down from the top of the screen and view the cellular icon: 

If your cellular service is weak (i.e., unable to view your Share the Fair balance), switch to the other network:

1. Tap the **WHITE CIRCLE** in the bottom black toolbar to access the desktop (Fig. A)
2. Select the **BLUE CLOUD** icon to access the AirLink app (Fig. B)
3. Tap the **SWITCH NETWORK** button (Fig. C)



(Fig. A)



(Fig. B)

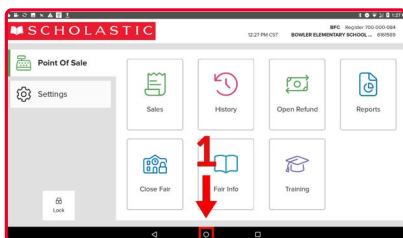


(Fig. C)

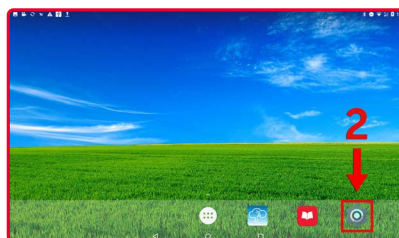
# CONNECT TO A WI-FI NETWORK

If both cellular services are weak, switch to Wi-Fi:

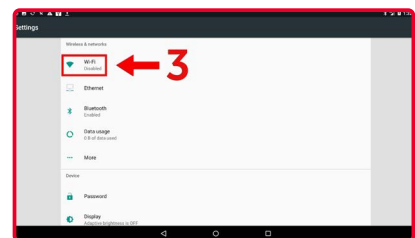
1. Tap the **WHITE CIRCLE** in the bottom black toolbar to access the desktop (Fig. D)
2. Tap the gray gear icon to open **SETTINGS** (Fig. E)
3. In the **WIRELESS & NETWORKS** section, tap **WI-FI** (Fig. F)
4. Tap the toggle to turn it from off (white) to on (green) (Fig. G)
5. Select your school's network, personal hotspot, or scroll down and tap **ADD NETWORK** and wait for the word **CONNECTED** to display (Fig. H)
6. To exit, tap the **WHITE CIRCLE** again, then tap the **SCHOLASTIC** icon to reopen the app (Fig. I)



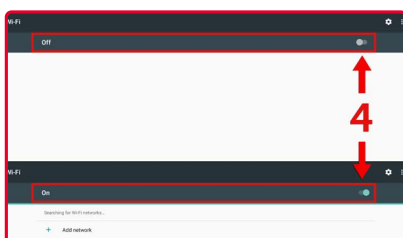
(Fig. D)



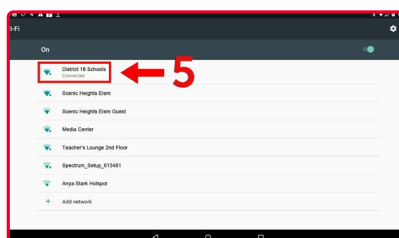
(Fig. E)



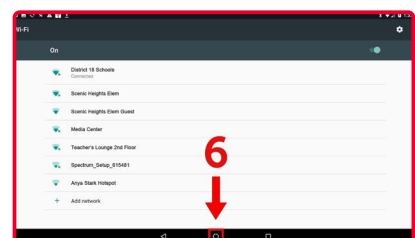
(Fig. F)



(Fig. G)



(Fig. H)



(Fig. I)

# HOW DO I KNOW IF MY REGISTER IS CONNECTED?

There are two ways to confirm that your register is online:

- On the **SALES** screen, tap **CHECK SHARE THE FAIR BALANCE**. If your balance displays, your register is connected.
- Swipe down from the top of the screen, then swipe a second time to view your cellular or Wi-Fi connection. Tap the icon(s) to adjust settings if needed.

## UNABLE TO CONNECT?

If you can't connect your register to the Internet, consider these options:

1. Connect the register to a hotspot on your personal phone or tablet.  
*You must acknowledge and agree that standard data rates may apply, and you or your school will be solely responsible for any such charges on your device.*
2. If able, plug an Ethernet cable from the school's network into the register's Ethernet port, located on the bottom of the register.
3. Share the Troubleshooting Guide ([s-bf.com/network-admin](https://s-bf.com/network-admin)) with your school's network administrator to resolve issues when connecting to your school's network.
4. Keep your register(s) offline: Print the eWallet Scan Sheet located in the Host Hub to scan individual eWallet barcodes. Please note that your Share the Fair balance will not be available on the register and you will not be able to close out your register(s) after the Fair – However our Payment System team will close out your registers upon return to the warehouse.

## WE'RE HERE TO HELP!



✦ **CALL** our dedicated Payment System Help Line at 877-245-0903 (M-F, 7am-7pm ET)

✦ **VIEW FAQs** at [s-bf.com/register-faq](https://s-bf.com/register-faq)

✦ **DOWNLOAD** the Scholastic Payment System User's Manual anytime at [s-bf.com/payguide](https://s-bf.com/payguide)

✦ **SCAN HERE TO WATCH** step-by-step tutorial videos

