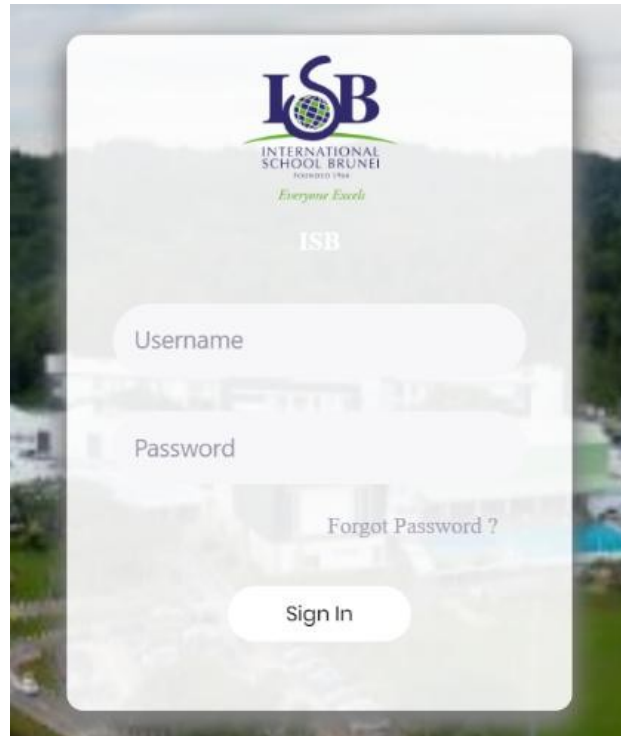# User Guide for E-Purse

A brief guideline to place a meal pre-order and top up credit into canteen account

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Accessing the Portal

STEP 1: Access the Portal
To access the E-Purse portal, enter this site on your browser: https://epurse.isb.edu.bn

STEP 2: Enter Username s Password

For Parents:
Your username will be parent **email** address (as used/given to the school)
Your first-time password is your **<Calms ID>** (this is the 9-digit code starting with 4, that is printed on your Parent Card e.g. 300000034)

For Students:
Your username will your student's **email** address (as used in the school)
Your first-time password is your **<Calms ID>** (this is the 9-digit code starting with 1, that is printed on the Student ID Card e.g. 100000023)

For Staff:
Your username will be your staff **email** address (as used in the school)
Your first-time password is your **<Calms ID>** (this is the 9-digit code starting with 2, that is printed on your Staff ID Card e.g. 200000056)

STEP 3: Reset your Password

You will be prompted to change your password upon logging in for the first time.

Please note that the password requirements are: **12 characters with at least 1 uppercase, 1 lowercase, and 1 special character.**

STEP 4: Use the portal

You will be met with the dashboard after changing the password.
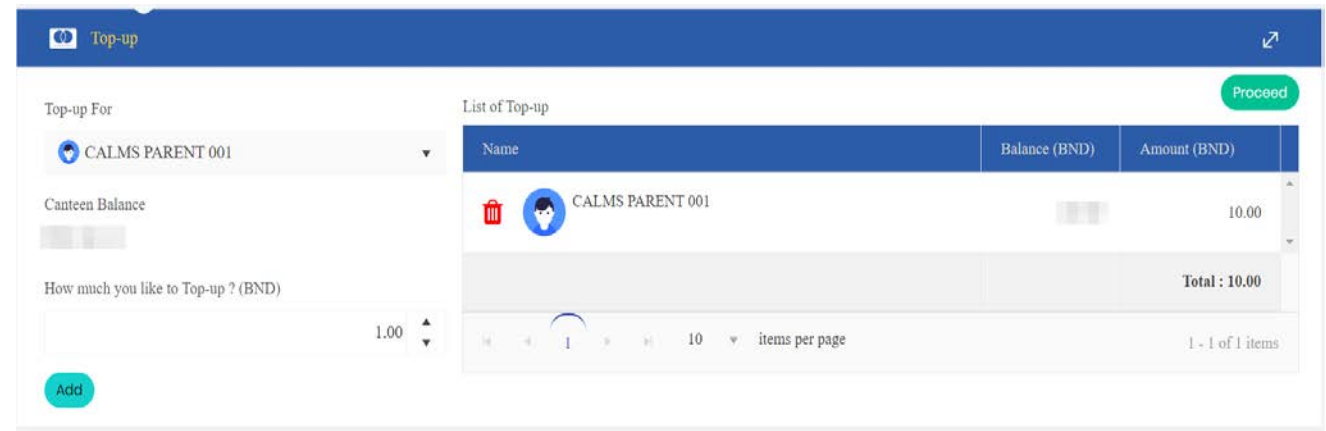
Topping up Canteen account

Step 1: Choose account
Note: If you would like to top up directly to your child's canteen account instead, click on the drop-down menu and select the child.

Step 2: Enter the amount you wish to top up and click proceed (Note there is a minimum top up of $10)

Step 3: Select Card Payment and Press Submit

Step 4: Confirm and proceed to make payment

Dashboard   💼 Top Up   🍴 Order Meal   Report ⌄

◧ Top-up

Choose your payment method ?

⦿ Card Payment

Back   Submit

* You must have an Internet Banking Account in order to perform transactions.

* Please ensure that your browser's pop-up blocker has been disabled to avoid any interruption during transaction.

ⓘ

Confirmation

Payment Method   **Card Payment**

Top-up Amount   **BND 10.00**

Total   **BND 10.00**

Cancel   Proceed & Pay

Step 5: Proceed to payment gateway and complete your billing information and credit card details for payment.

Step 6: Updated Dashboard – you should see in your E-Purse dashboard the updated transaction made.

Pre-Ordering Meals

Step 1: Select the child you would like to pre-order meals for. The selected child will be highlighted in red.
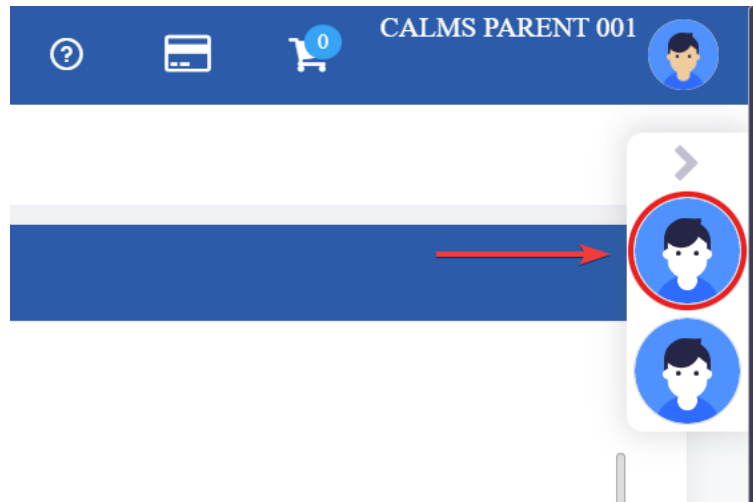
Step 2: Select Day and type of meal and click on 'Add to shopping cart'
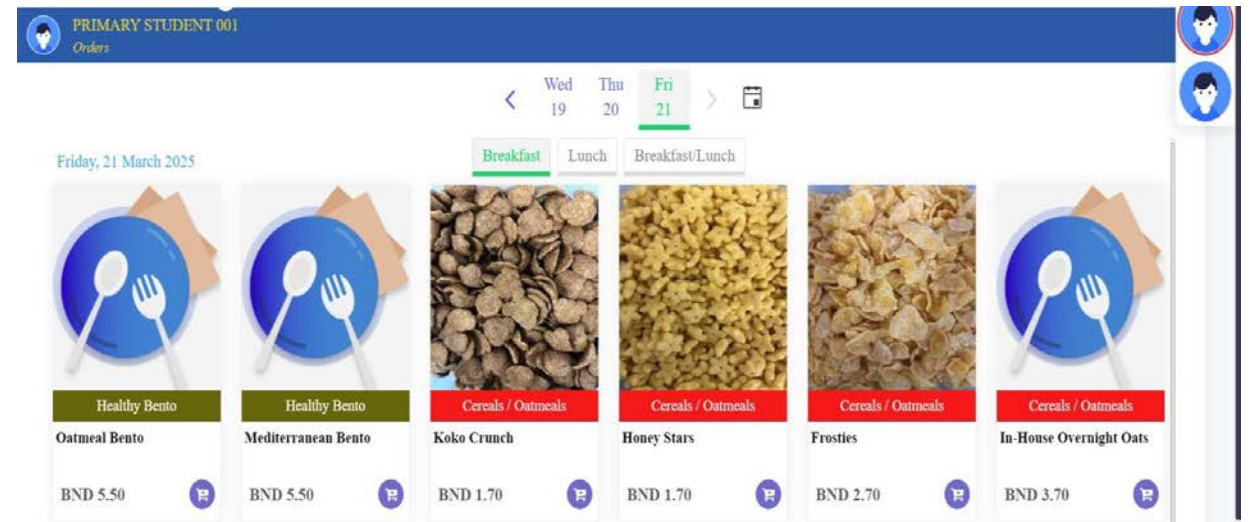
Repeat for all days and meals. Note there is a 24-hour cut off time for all orders. For example, Monday will only allow orders from Wednesday onwards.

Pre-Ordering Meals – Card Payment

Step 3: Proceed to check out by clicking on the cart and choosing "Select all"

Step 4: Select Payment

Option 1: Card Payment
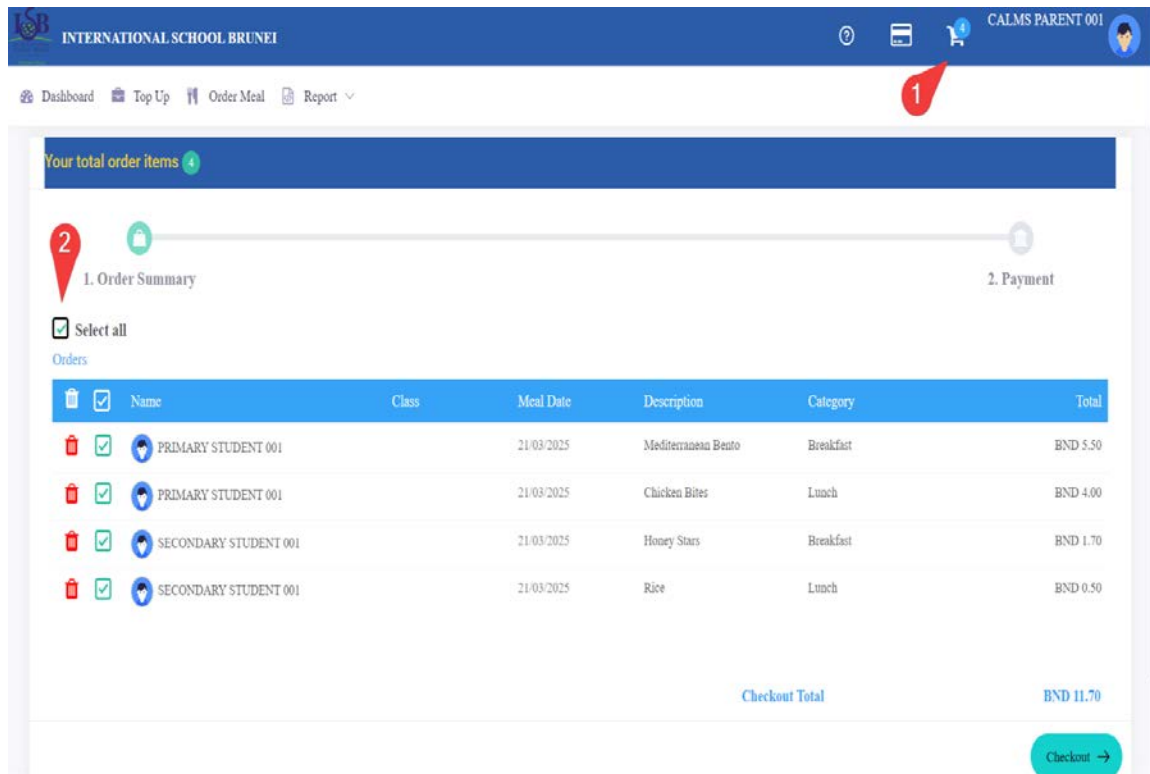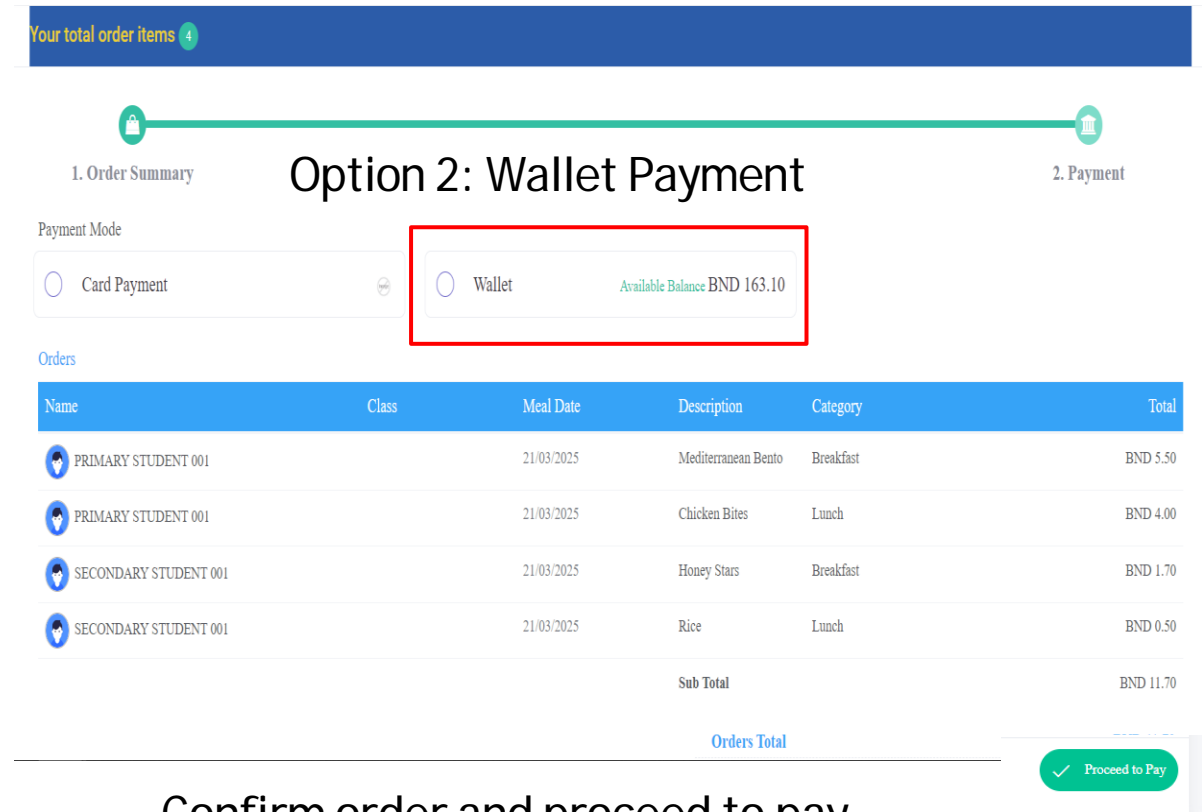
Confirm order and proceed to payment gateway

Pre-Ordering Meals – Wallet Payment

Step 3: Proceed to check out by clicking on the cart and choosing "Select all"

Step 4: Select Payment

Confirm order and proceed to pay

Family Fund Transfer

- Using your Parent account login, when pre-ordering a meal for your child, you must have an existing Wallet balance. You can do this by topping up your individual Parent account. You can opt to top-up an initial lumpsum amount and transfer them to your child's Wallet after.

- If your child has an available credit in their Wallet and you would like to use the balance for pre-ordering meals, you must transfer first their credit balance to your Parent account Wallet using the Family Fund Transfer feature.

- Alternatively, you can also use your child's login account to make the meal pre-order and make payment using their Wallet balance. This depends on who's account login is used upon making the meal pre-order.
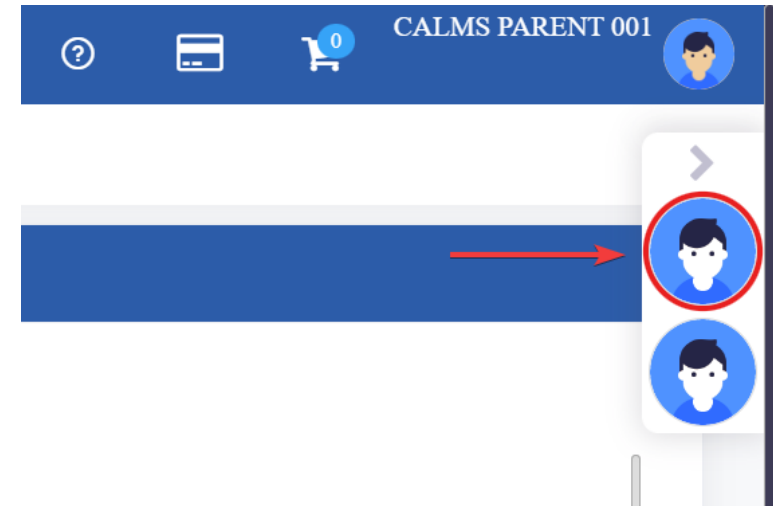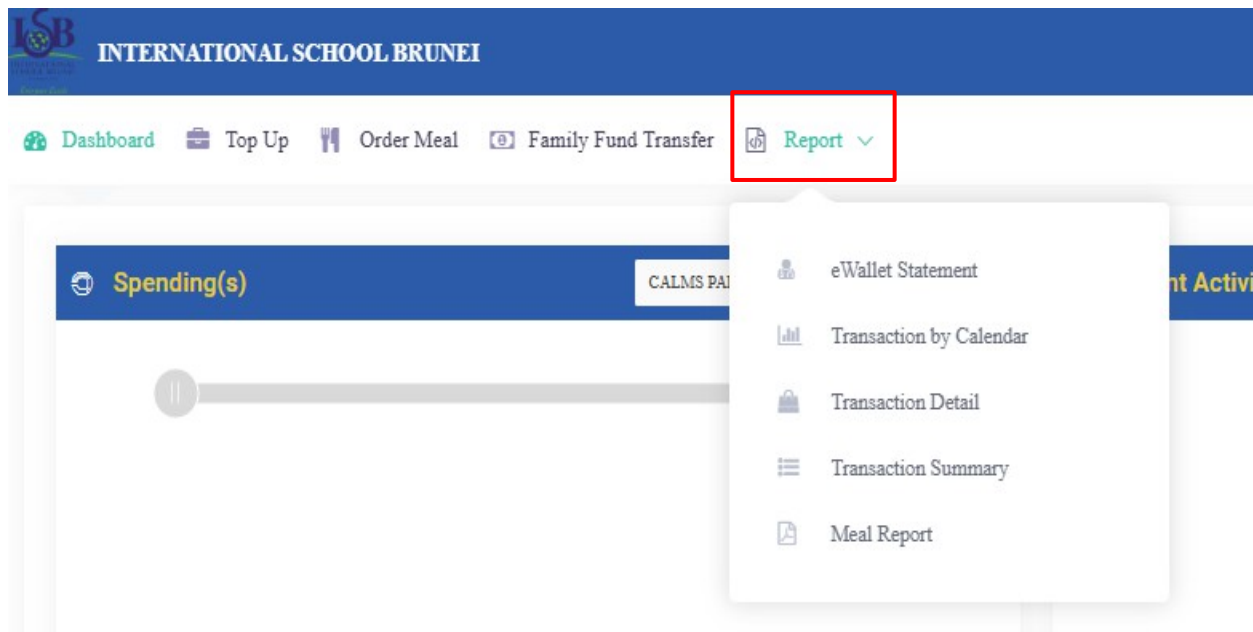
Transferring Funds between family

- **Step 1**: Select which account to send transfer from
- **Step 2**: Select which account to receive transfer
- **Step 3**: Enter transfer amount
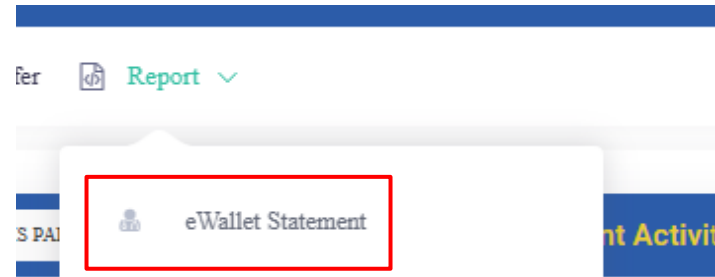- **Step 4**: Ensure details are all correct and press Submit

Reports

You can access your or your child's canteen Pre-Ordered meals report, transactions details and as well as your canteen wallet statement

Note: You can select the account you would like to access the reports for. The selected account will be highlighted in red.

E-Wallet Statement

- **Step 1:** Select eWallet Statement and you will see the detailed list of the account statement

- **Note:** You can filter the dates as well as export the report to PDF/Excel

Transaction by Calendar

- **Step 1**: Select Transaction by Calendar and you will see the detailed transaction in calendar view

- **Note**: You can filter which type of transactions are made by month, week, day and list

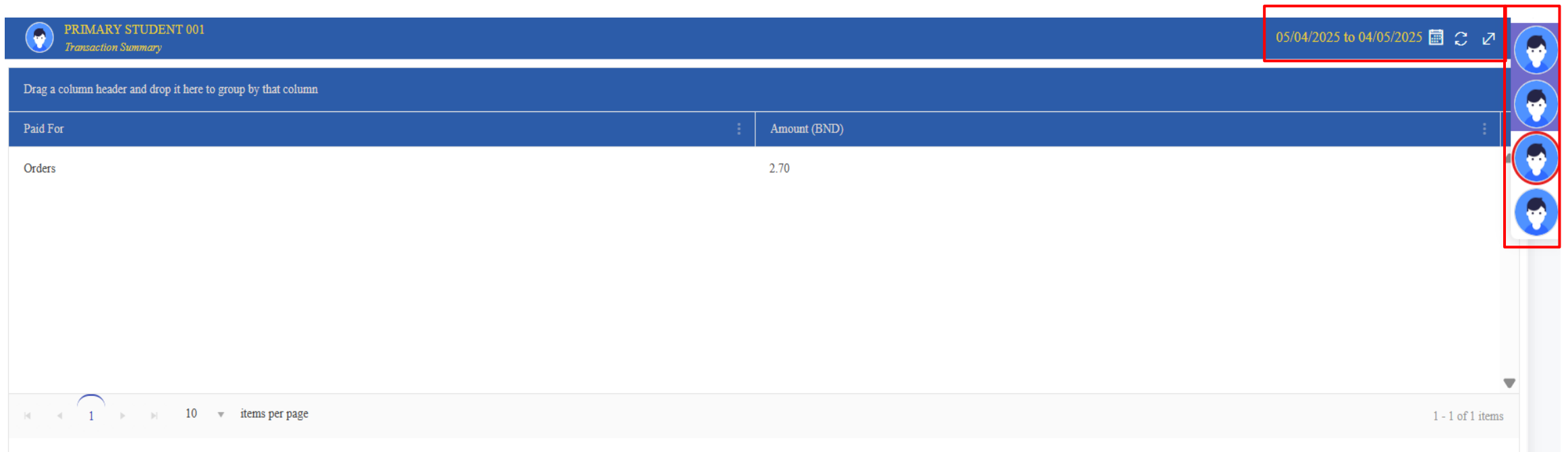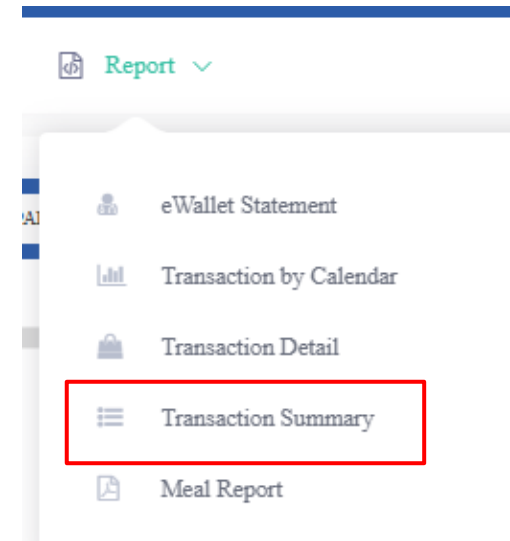# Transaction Detail
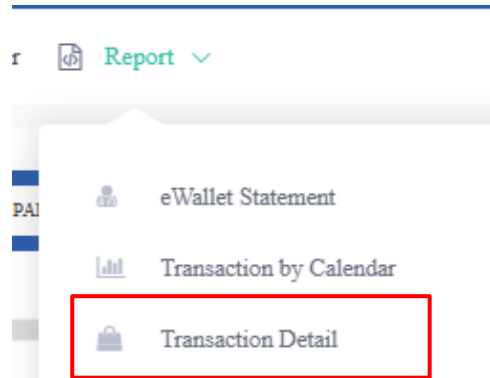
- **Step 1**: Select Transaction Detail and you will see the details of each transaction made

- **Note**: You can filter which type of transaction made and filter them by dates as well

Transaction Summary

- **Step 1**: Select Transaction Summary and you will see the summarized details of transaction made

- **Note**: You can filter between accounts and the dates as well

Report ∨

- eWallet Statement
- Transaction by Calendar
- Transaction Detail
- Transaction Summary
- Meal Report

PRIMARY STUDENT 001
Transaction Summary

05/04/2025 to 04/05/2025

Drag a column header and drop it here to group by that column

Paid For	Amount (BND)
Orders	2.70

1   10 ▼ items per page   1 - 1 of 1 items

Meal Report

- **Step 1**: Select Meal Report and you will see the details of meal order made

- **Note**: You can filter between accounts, the dates and the meal status