

### Step 1 : APP Download

Scan the QR code below or the APP from your APP store (康帕斯 / Compass.cn)



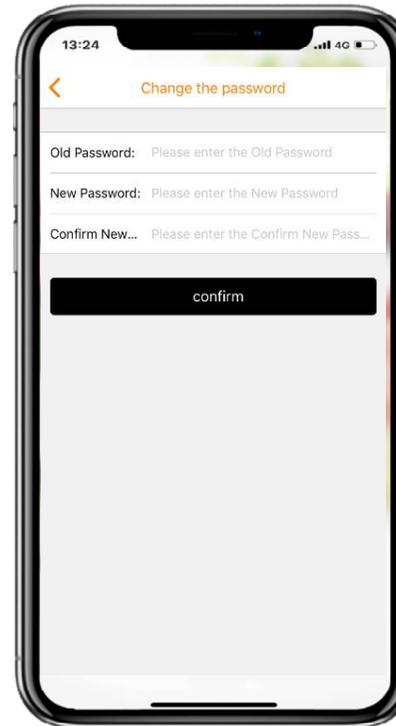
### Step 2 : Login

Select school code **20408**  
Use your meal card number as a username and insert first time user password: **1234**. For meal card number contact Chartwells at [chartwells@nanjing-school.com](mailto:chartwells@nanjing-school.com)



### Step 3 : Change Password

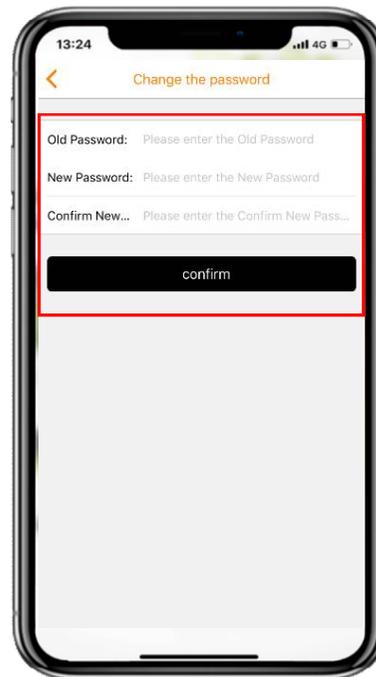
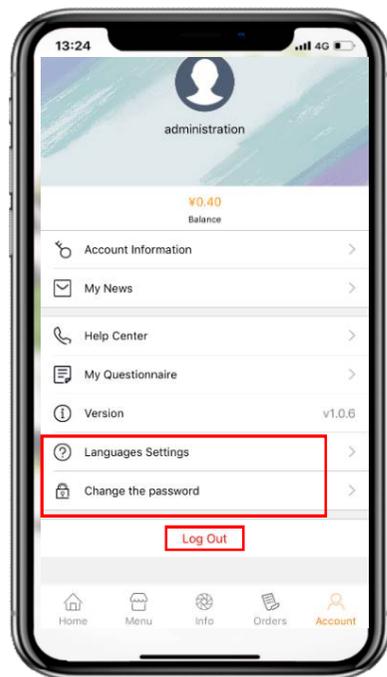
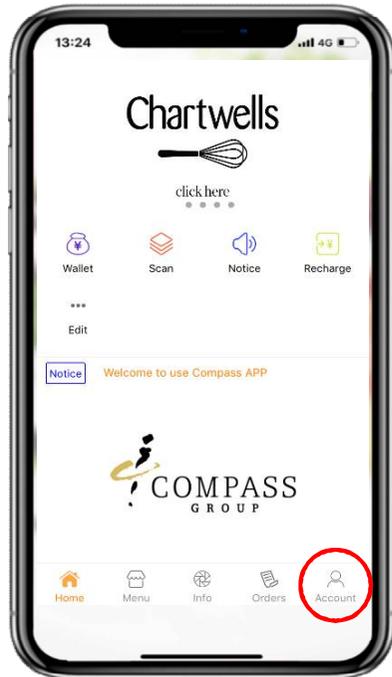
Click on "Account" → Tap Change the password and fill in the steps to finally confirm your new password



### Step 4 : APP Features

- **Wallet** – Balance / Transactions Check
- **Recharge** – Top - Up your Card
- **Info** – Weekly Menu & Communication





## ACCOUNT PAGE FEATURES

Shift Language, Reset your Password & Log Out

- **Language Setting**

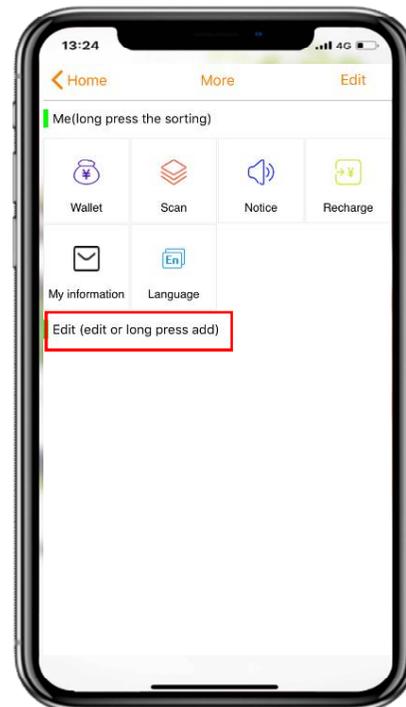
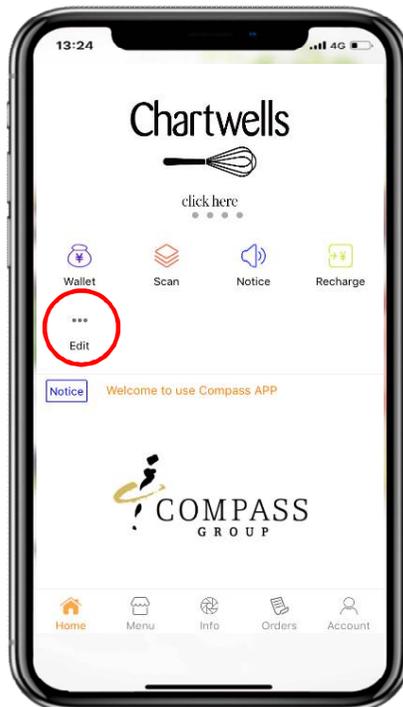
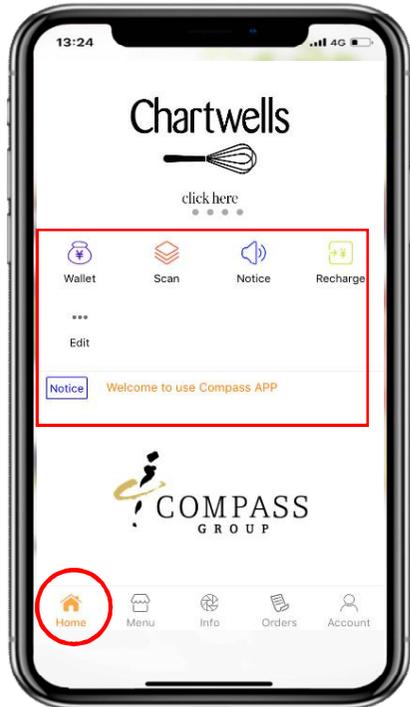
Shift to Chinese or English according to users' demands

- **Change the Password**

1. Enter **Old Password**
2. Enter **New Password**
3. Confirm **New Password**
4. Tap **Confirm**

- **Log Out**

Uses tap "**Log Out**" at the account page to exit the APP

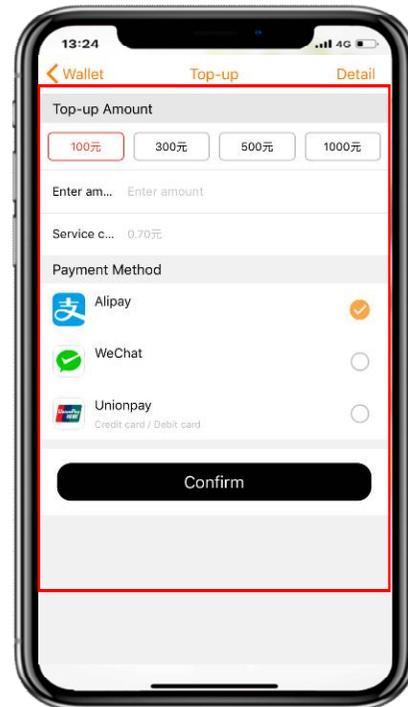
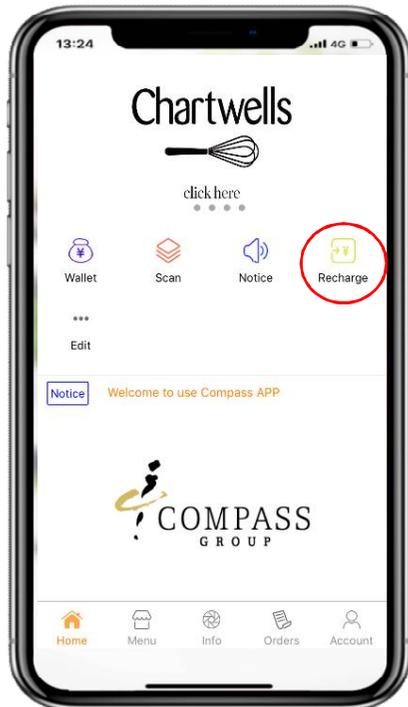


## HOME PAGE FEATURES

Show customized functions

There are 6 functions available that can be displayed at the users' home page.

1. Tap **"Edit"** on the upper left
2. Tap **"Edit" or Long press** one of the icons
3. **"Add/Remove"** the customized functions to be displayed at the user's home page

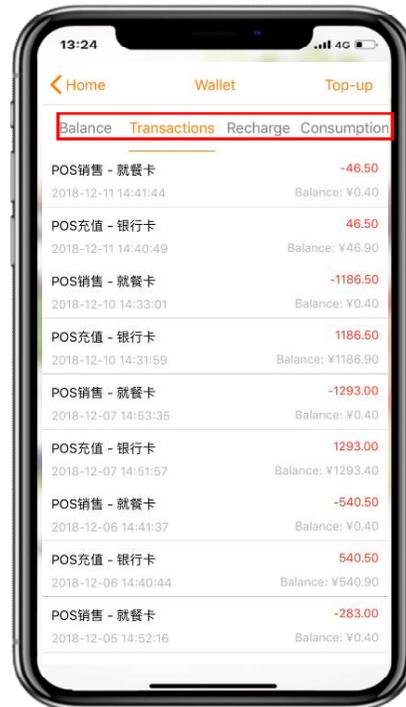
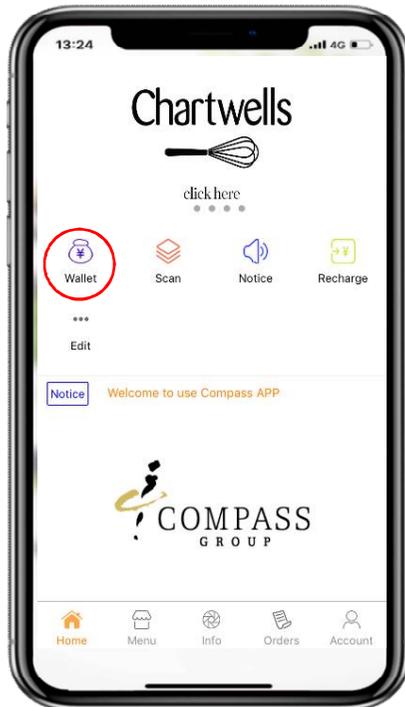


### HOME PAGE FEATURES: RECHARGE

Top-up your card  
**(Union Pay, Alipay & Wechat Pay)**

1. Go to "**Home**" main page
2. Tap "**Recharge**"
3. Enter "**Amount**"
4. Choose "**Payment Method**"
5. Tap Confirm

\*Please note that 0.7% bank service charge will be applied. The service charge will be deducted from the amount you recharge.

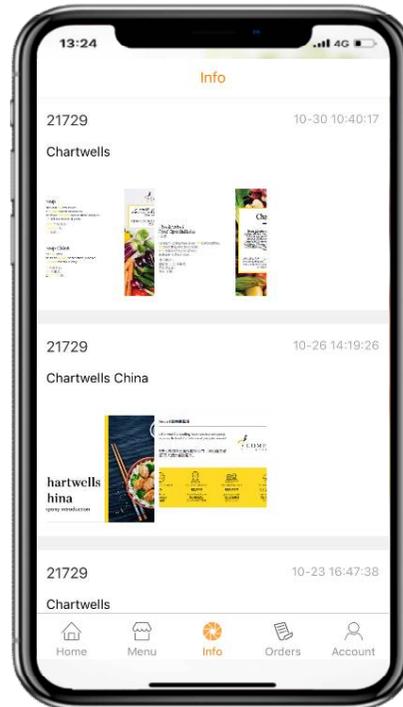


## HOME PAGE FEATURES: WALLET

Recharge your card & check your transactions

**(Union Pay, Alipay & Wechat Pay)**

1. Go to "**Home**" main page
2. Tap "**Wallet**"
3. Check "**Balance**"
3. Check "**Transactions**"
4. Check "**Consumption**"



## INFO PAGE FEATURES

Show Company Information, Weekly Menu & Special Theme Days

1. Enter **"Info"** main page
2. Check the updates of the school scrolling down the screen (menu, company information, news or special days information)