

Online Access to your Cafeteria Account

You can monitor and manage your family's cafeteria purchases online. You can:

- Manage all cards issued to your family (parents, students, and helpers)
- View current account statement
- Setup notifications and balance alerts

To access the School Payment System portal, please visit the following URL:

<https://sps.aas.ru>

You will see this:



The screenshot shows the 'USER AUTHENTICATION' page of the School Payment System. It features the SPS logo on the left and a form on the right. The form includes fields for 'CARD #' (with the value 9643 and three empty boxes) and 'PIN' (with one empty box). A 'Next' button is located at the bottom right of the form.

Type the 16-digit card number beginning with 9643 on the back of any family ID card. The default PIN is set to 1234: please change your PIN immediately after you first log in. Once you are logged in, you will be shown a page with general account information. This includes available balance, payment activity, and charges made during the current calendar month.




The screenshot shows the 'GENERAL ACCOUNT INFORMATION' page. On the left is a navigation menu with options: General Information, Manage My Cards, Account Statement, Setup Notifications, and Logout. The main content area is divided into three sections:

- Account Summary:**
 - Account Owner: HOMER JAY SIMPSON
 - Account Number: 08-RUB-001876-2
 - Account Type: Debit - Family
 - Account Currency: Russian Rubles
 - Credit Line: 0.00
 - Account Status: Active
- Balance Summary, February 2012:**
 - Credits This Month: 100.00
 - Debits This Month: 210.00
- Web Portal Activity:**
 - Last Login Date and Time: 27/02/2012 05:16:04 (GMT+0400)
 - Last IP Address: 83.237.13.227

At the bottom, a large blue box displays the **CURRENT ACCOUNT BALANCE** as **RUR 2,722.37**.

Managing Your Cards – the following example shows card management page:



The screenshot shows the 'MANAGE CARDS' page. On the left is a navigation menu with options: General Information, Manage My Cards, Account Statement, Setup Notifications, and Logout. The main content area displays a list of cards with the following details:

Card Number	Cardholder Name	Status	Actions
9643 000 0000 1113	BARTHOLOMEW JOJO SIMPSON	Blocked	Actions
[CHANGE PIN] [UNBLOCK]			
9643 000 0000 8940	LISA MARIE SIMPSON	Active	Actions
[CHANGE PIN] [BLOCK]			
9643 000 0000 0720	HOMER JAY SIMPSON	Active	Actions
9643 990 0000 7981	MARJORIE SIMPSON	Active	Actions

You can change PIN codes and/or temporarily block/unblock any of the cards linked to your Family Account. Note: if a card is reported stolen to AAS Security, you will no longer be able to manage it online. Also, Security has no access this system and cannot change the status of any card.

Account Statement – You can see all transactions made with your family’s cards for the past 60 calendar days (2 months):

ACCOUNT STATEMENT

Your Transactions at a Glance for the Past 60 Days

Tran Date	Post Date	Cardholder's Name	R/RN	Transaction Description	Amount, RUR
23/02/2012	23/02/2012	HOMER JAY SIMPSON	511409020288	SALE: AAS-IT/70000002	-2.00
23/02/2012	23/02/2012	LISA MARIE SIMPSON	806662304527	SALE: AAS-IT/70000002	-0.03
23/02/2012	23/02/2012	LISA MARIE SIMPSON	305544937454	VOID SALE: AAS-IT/70000002	12.00
23/02/2012	23/02/2012	LISA MARIE SIMPSON	305544937454	SALE: AAS-IT/70000002	-12.00
23/02/2012	23/02/2012	LISA MARIE SIMPSON	885029911083	SALE: AAS-IT/70000002	-65.25
23/02/2012	23/02/2012	LISA MARIE SIMPSON	689124505525	SALE: AAS-IT/70000002	-25.00
23/02/2012	23/02/2012	LISA MARIE SIMPSON	514529118621	SALE: AAS-IT/70000002	-20.00
23/02/2012	23/02/2012	LISA MARIE SIMPSON	78708668762	SALE: AAS-IT/70000002	-15.00
23/02/2012	23/02/2012			CASH DEPOSIT	100.00
04/02/2012	04/02/2012	HOMER JAY SIMPSON	531058404437	VOID SALE: AAS-IT/70000002	0.56
04/02/2012	04/02/2012	HOMER JAY SIMPSON	785842479765	SALE: AAS-IT/70000002	-0.25
04/02/2012	04/02/2012	HOMER JAY SIMPSON	531058404437	SALE: AAS-IT/70000002	-0.56
04/02/2012	04/02/2012	HOMER JAY SIMPSON	560273462377	SALE: AAS-IT/70000002	-0.02

Notifications – You can set up an email address to receive a notification about every cafeteria transaction and/or subscribe to low balance notifications.

SETUP NOTIFICATIONS

Setup E-Mail Notifications and Alerts for Account DB-RUB-001876-2

Current E-Mail Address: VERIFIED

New E-Mail Address:

Confirm E-Mail Address:

Preferred message format: HTML Formatted Plain text

Receive Transaction Notifications:

Receive Low Balance Alerts: (Current threshold is RUR 1,000.00)

Update Low Balance Threshold (RUR): 1000.00

Receive Monthly Account Statements:

Save Changes

Monthly account statements – If you have chosen to subscribe to monthly account statements, they will be sent to the e-mail address set for your family account at the beginning of each calendar month.

FAQ:

Q: My child lost his or her card. What do we do?

A: Any lost or stolen ID card should be immediately reported to the AAS Security desk at the main entrance. For a new card to be issued, you have to fill in a replacement badge application form. Cards for Elementary, Middle, and High school students are delivered to the respective school office for pickup by the students. Parents can pick up their new badge at the Security desk.

Q: If I block a card via the web portal, can I unblock it later?

A: Yes.

Q: If I block a card and my child tries to use it, what will happen?

A: When the card is swiped, an error message will appear and the cashier will ask for another form of payment. Students may be referred to a school teacher or administrator for assistance.

Q: If I need help with my card number or PIN number, who should I contact?

A: All inquiries should be sent to sps.support@aes.ru or logged at <http://helpdesk.aes.ru>. You will receive assistance via email. Be sure to describe your problem with as much detail as possible.

Q: Is there any other way to check an account balance?

A: Self-service terminals are located in every school office. Ask your school secretary for assistance if needed. Also, cafeteria cashiers can check an account balance - please ask them for assistance.

Q: Are there any general precautions about storage and handling of a card?

A: You should handle your card as you would normally handle a credit card -- i.e. no ironing, no contact with microwaves or strong magnetic fields. Your card should work for 2-3 years.

Q: How secure is the system?

A: We use Visa and MasterCard certified (PCS) terminals (HyperCom) to process all transactions. The system is as secure as using your personal credit card in any other retail outlet.