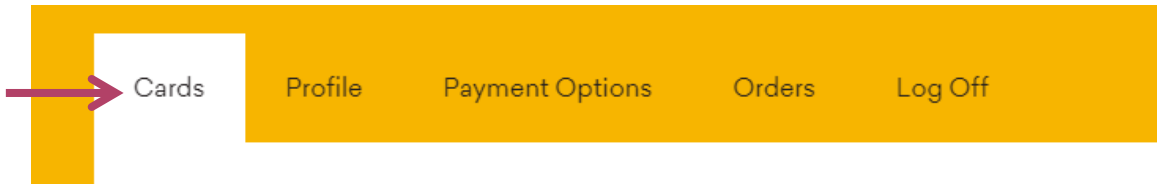
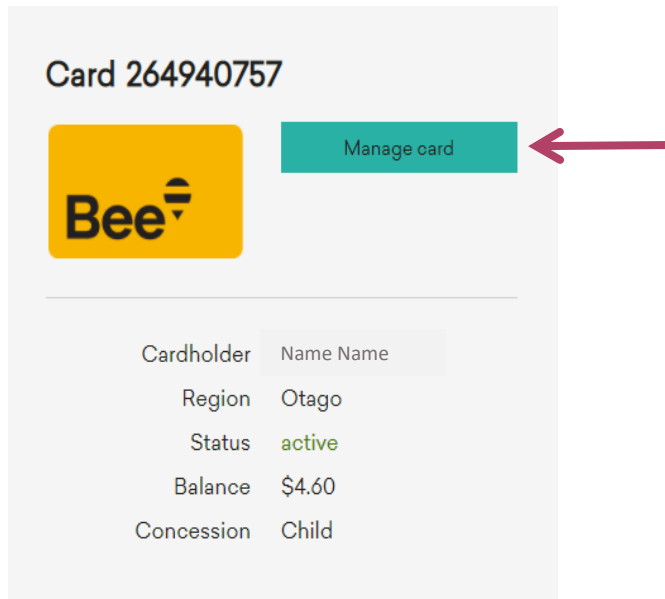


How to load your Auto Top Up:

1. Login to your account
2. Select the 'Cards' tab:



3. Choose your preferred card, select 'manage card'



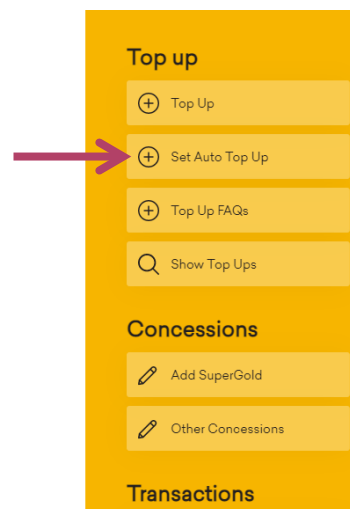
4. Select 'Set Auto Top Up' from sidebar menu (note on mobile or smaller screens this will appear at the bottom of the screen rather than on the right of the screen):

MANAGE CARD

Card 264940757



Status	active
Balance	\$4.60
Pending	\$20.00
Concession	Child
Card Holder	Name Name
Region	Otago





5. Enter your preferred amounts. If your balance drops below your set threshold, the nominated amount will be taken from your account and put on your bee card automatically. Select 'Use Selected Payment Option' when you are ready, or 'Add Payment Option' if you do not have a saved card already:

SET UP AUTO TOP UP

Your Auto Top Up will stay in effect until you cancel it or put a hold on it.

If we are unable to collect payment for your Auto Top Up, we will email you to let you know your Auto Top Up has been suspended. You will then need to check your account details and reactivate your Auto Top Up.

Top Up values

(What is this?) Top Up Threshold \$ 5 .00

(What is this?) Auto Top Up Amount \$ 15 .00

Payment option

MASTERCARD 512345.....346

VISA 498765.....769

[Use Selected Payment Option](#)

[Add Payment Option](#)

6. When you have successfully configured your auto top up, the following banner will display, and you will see a link to be able to edit your Auto Top Up.


Auto Top Up

Auto Top Up has been set up for this Bee Card

Cards Profile Payment Options Orders Log Off [Cart 0](#)

MANAGE CARD

Card 264940757



Status	active
Balance	\$4.60
Pending	\$20.00
Auto Top Up	Edit Auto Top Up
Concession	Child
Card Holder	Name Name

Top up

[+ Top Up](#)

[+ Top Up FAQs](#)

[🔍 Show Top Ups](#)

Concessions

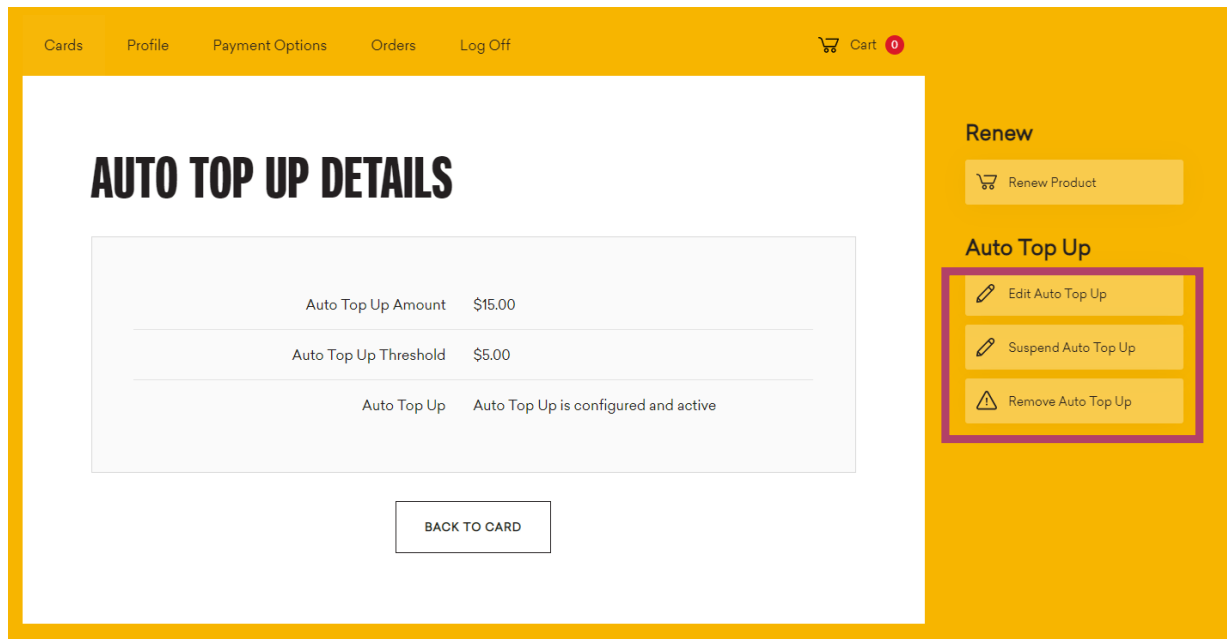
[✎ Add SuperGold](#)

[✎ Other Concessions](#)

Transactions

[✎ Transaction History](#)

7. You can view or edit your Auto Top Up at any time, by selecting 'Edit Auto Top Up' from the 'Manage Card' screen. This will bring up the below screen:



8. If you want to stop your Auto Top Up for a short period of time, you can suspend this for a date range, or remove it permanently. When you confirm the suspension, the detail of this will show in the card as below:

SUSPEND AUTO TOP UP

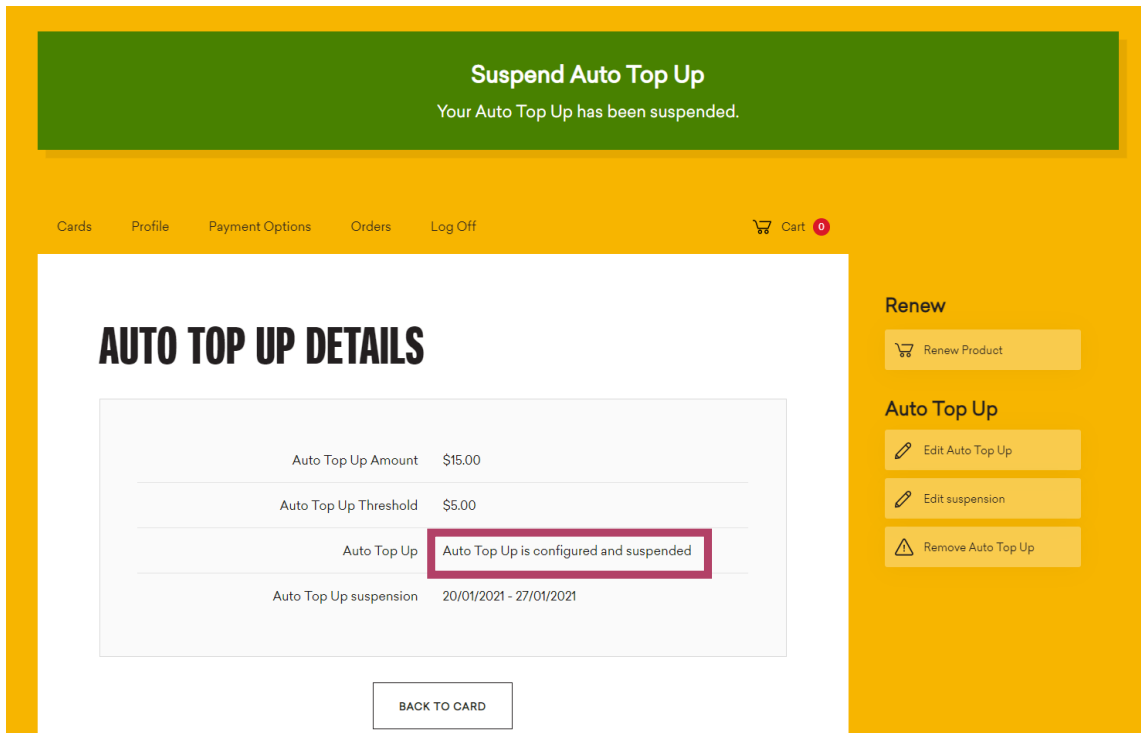
Auto Top Up Threshold	\$5.00
Auto Top Up Amount	\$15.00

Suspend From 20/01/2021


Suspended To 27/01/2021

Confirm Suspend

BACK TO PRODUCT



Suspend Auto Top Up
Your Auto Top Up has been suspended.

Cards Profile Payment Options Orders Log Off  Cart 0

AUTO TOP UP DETAILS

Auto Top Up Amount	\$15.00
Auto Top Up Threshold	\$5.00
Auto Top Up	Auto Top Up is configured and suspended
Auto Top Up suspension	20/01/2021 - 27/01/2021

[BACK TO CARD](#)

Renew
[Renew Product](#)

Auto Top Up
[Edit Auto Top Up](#)
[Edit suspension](#)
[Remove Auto Top Up](#)

If you experience any issues with your Auto Top Up, please contact your local council. Contact details can be found at this link:

<https://beecard.co.nz/Contact>

FAQs regarding top ups and auto top ups can be found here:

<https://beecard.co.nz/Pages/TopUp>