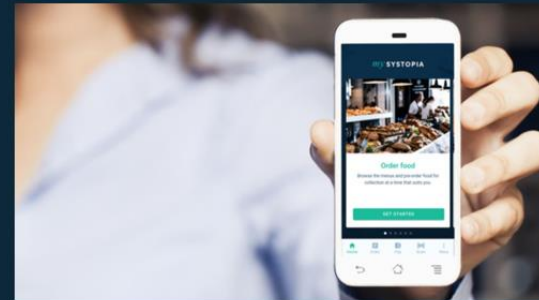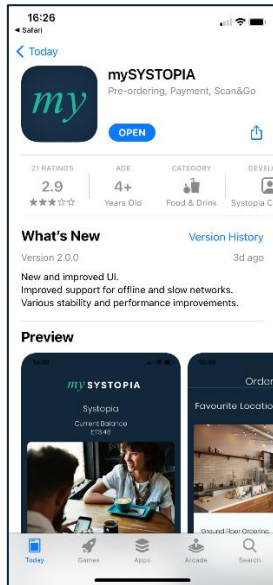# *my* SYSTOPIA

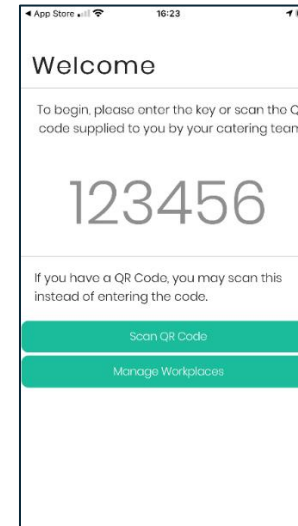## mySYSTOPIA - Mobile Application Guide

mySYSTOPIA Mobile App

Obtaining the mySYSTOPIA Mobile App

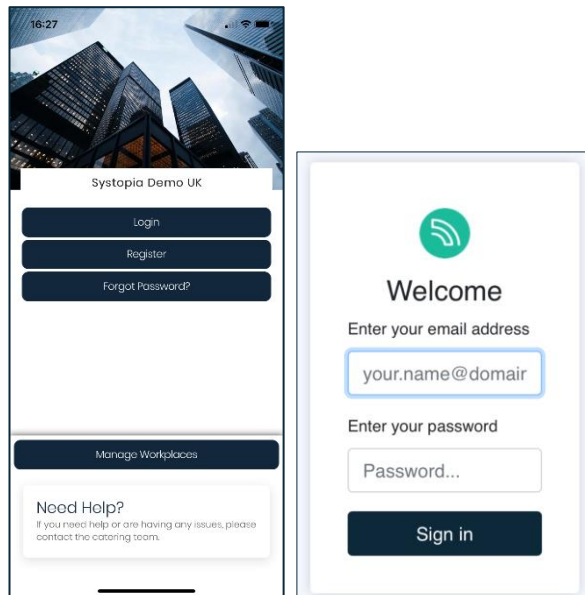- Download via scanning the QR code either from an Apple or Android mobile device.

Enter the Workplace code

- Enter your workplace code 468225
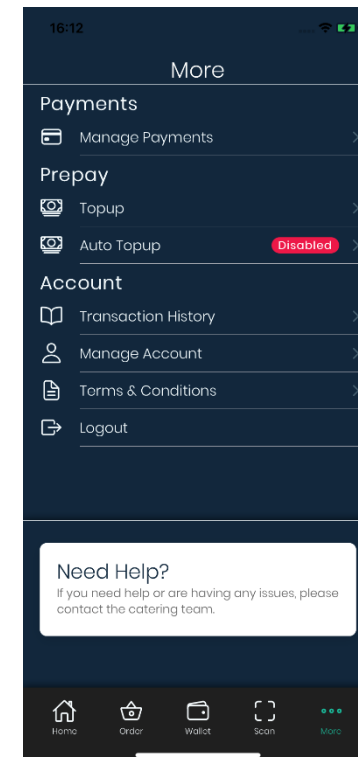- Or you can scan a workplace QR code

SYSTOPIA

Logging in to your Workplace with the mySYSTOPIA Mobile App

- Select Login if you have already registered on the mySYSTOPIA desktop website.
- **Note** – if you have previously used the mySYSTOPIA website as a method of setting your account up, then logging in with the same credentials will carry over your account settings and balance.
- Register - will allow you to create a new account if you have not got an account already. Make sure to use the number on the back of your card when registering for the first time.
- After selecting 'Login' enter your e-mail address and password that you used as part of your account creation when registering.
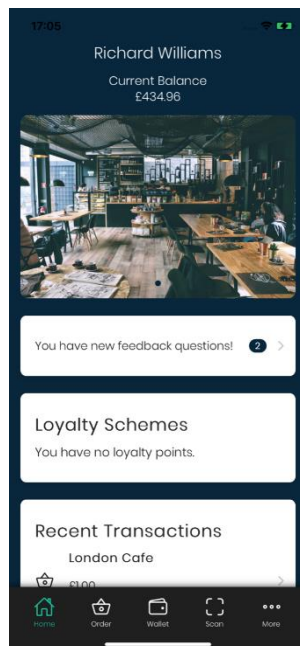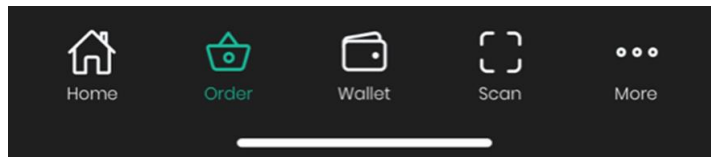
Main Menu – More and Manage Account

- Once you have logged into your account, select 'More'.
- From here it is possible to access your details relating to the account.
- Look at your current payment methods associated with your account.
- Adjust your passcode.
- Top-up your account and manage auto top-up settings that might be associated to your account.
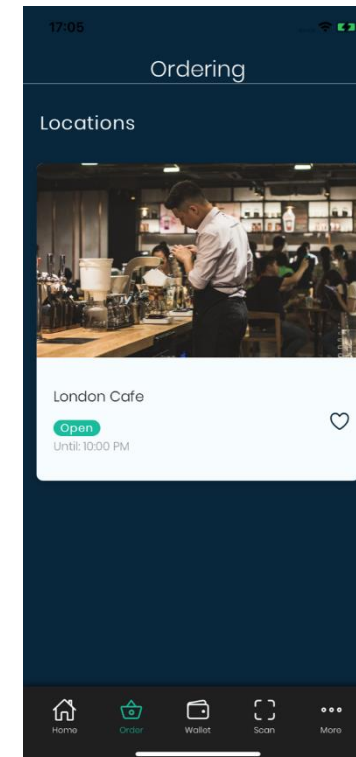
SYSTOPIA

Main Menu - Order

- Selecting 'Order' will take you to the start of the online ordering process, you will be able to pay via credit/debit card or further your mySYSTOPIA account balance (ensure that you have sufficient funds on your account first).
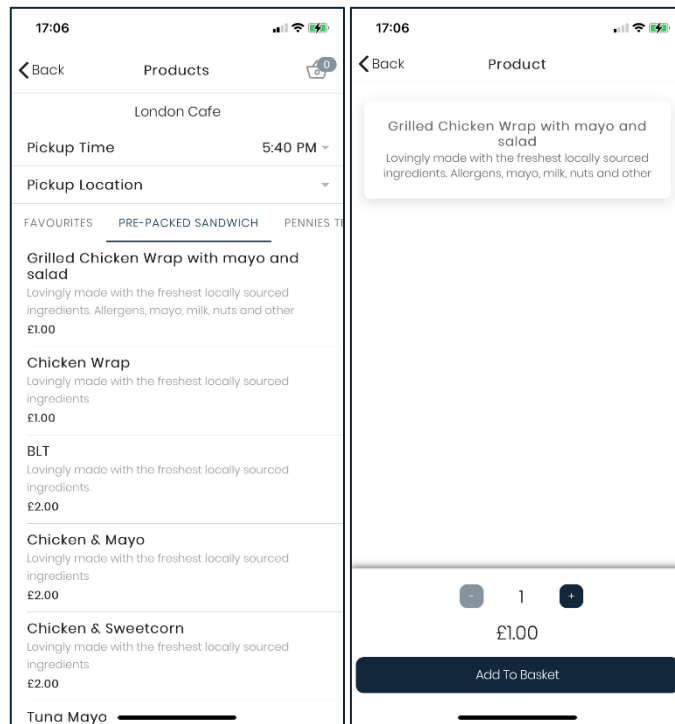

Order Food – Choose Location

- From here it is possible to select from the range of locations (shops) that is on offer to you onsite. Simply select the location tile and browse what is available to purchase.

SYSTOPIA

Order Food – Location (shop)

- Select your desired Pickup Time from the dropdown list at the top of the page.
- Select your Pickup Location from the dropdown list at the top of the page.
- Browse the menu, select a product, customise and once you are happy add it to your basket.

Order Food – Basket

- Selecting the basket icon located in the top right-hand side of the app screen will display the contents of your basket.

  Select 'Pay Now' will pass you through to the 'Pay' screen.
- Adding your 'Contact Number' (optional) is possible from the 'Pay' screen which allows the relevant onsite team to contact you if there is an issue with your order. It is also possible to change your 'Pickup Location' if required here too.
- Complete payment by selecting 'Pay Balance' or 'Pay Card'. Collect your purchase at the time and location that you had chosen.

SYSTOPIA

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