



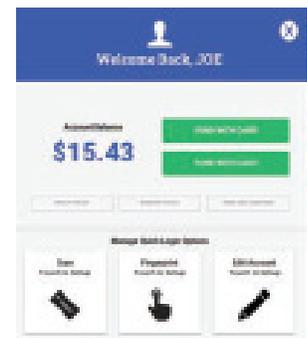
# Kiosk and Connect & Pay Instructions

[www.cricklervending.com](http://www.cricklervending.com) | 900 Jefferson Road, Bldg 5 | Toll-free 888-284-6302  
Rochester, NY 14623



# How to Create an Account on the Kiosk

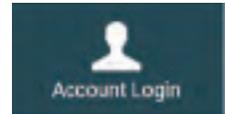
1. Press **Create Account**
2. Choose to create account then **scan ID** or **fingerprint** and follow on-screen instructions
3. Selecting **Account Login** will take you to the **Manage Account** screen. From here you can fund your account with a credit card or cash, setup a scan ID, save a fingerprint, or edit account



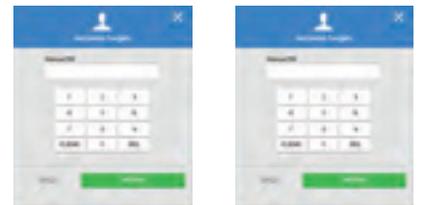


# How to Register Your Fingerprint

1. Press **Account Login**



2. Press **Kiosk User Login**. Enter **Your Kiosk Login** press **Next** and enter your **PIN**. Press **Sign In**.



3. In Manage Quick Login Options box press **Fingerprint Touch to Setup**



4. Complete scanning - place finger on fingerprint scanner (4 scans required)

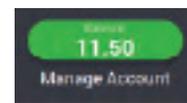


5. When prompted 'Thank You! Your fingerprint has been added successfully', press **X**. Once back into your account main screen press **Logout**.



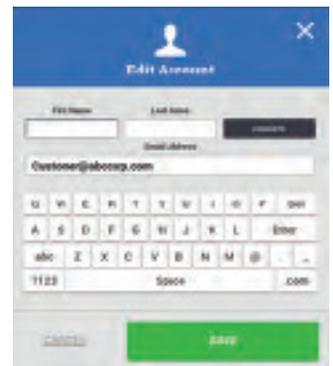
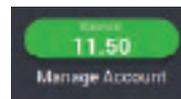
# How to Fund an Account

1. Access your account
2. Press **Manage Account**
3. Press **Fund with card** or **Fund with cash**
4. choose your amount or insert cash
5. Start shopping!



# Edit an Account

1. Access your account
2. Press **Manage Account**
3. Press **Edit Account**. Here you can enter a first and last name (recommended), edit your email address, and change your PIN





# How to Checkout

1. Scan Items. To do this, align product barcode under the scanner or select item from the menu (if applicable).

2. Select a payment method. Use your account, or a credit card to make a single purchase

3. Complete payment!



From account screen:

Select a method to access your account

Fingerprint	Scan market card	Type Email

Or swipe credit/debit card as shown on-screen



# Connect & Pay Mobile App



## Creating an Account

\*If you already have an account on the kiosk, please see instructions on the next page.

1. Select **Create Account** on the sign-in screen
2. Enter your email address and confirm the verification email
3. Provide the required information. Auto-funding is optional
4. Fund your account and you're good to go!

The screenshot shows the "Sign In" screen of the canteen Connect & Pay app. At the top, it says "canteen Connect & Pay®". Below that is the "Sign In" heading. There are two input fields: "Email" and "Password". A "Forgot Password?" link is located below the password field. A green "Create account" button is positioned below the "Forgot Password?" link. At the bottom right, there is a green "Sign in" button. In the bottom left corner, the version number "v3.4.2 (2020012901) P" is displayed.

The screenshot shows the "Create Account" screen of the canteen app. At the top, it says "Create Account". Below that is the canteen logo, which consists of a green circular graphic and the word "canteen". Underneath the logo is the heading "Before you begin...". The text below reads: "Make sure your location supports the Connect & Pay® app. Check with your office administrator to find out. If you're not sure [click here](#) to ask us!". At the bottom right, there is a green "Got it" button.

# Already Have an Account on the Kiosk?

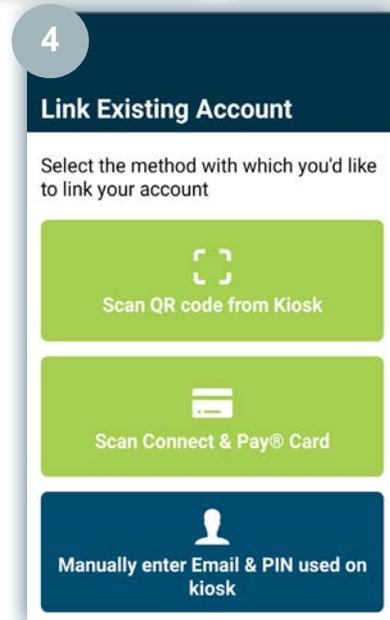
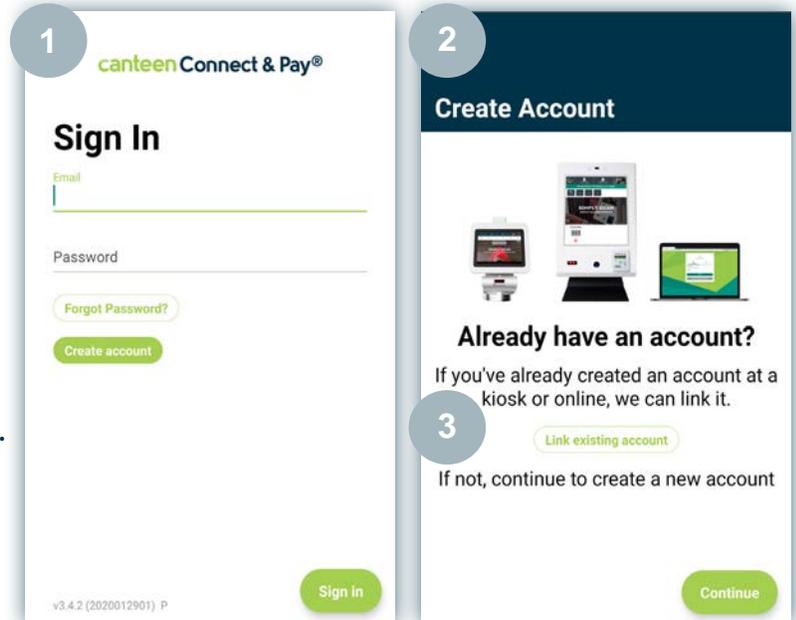


If you previously had an account on the kiosk, follow the directions below to link your account to the app:

1. On the homepage of Connect & Pay select the option **Create an Account**.
2. Go through the steps until you reach the **"Already have an account?"** page.
3. Select **Link existing account**.
4. On Link Existing Account page, you can choose any of the three options to link your account.

## If you choose "Scan QR code from Kiosk":

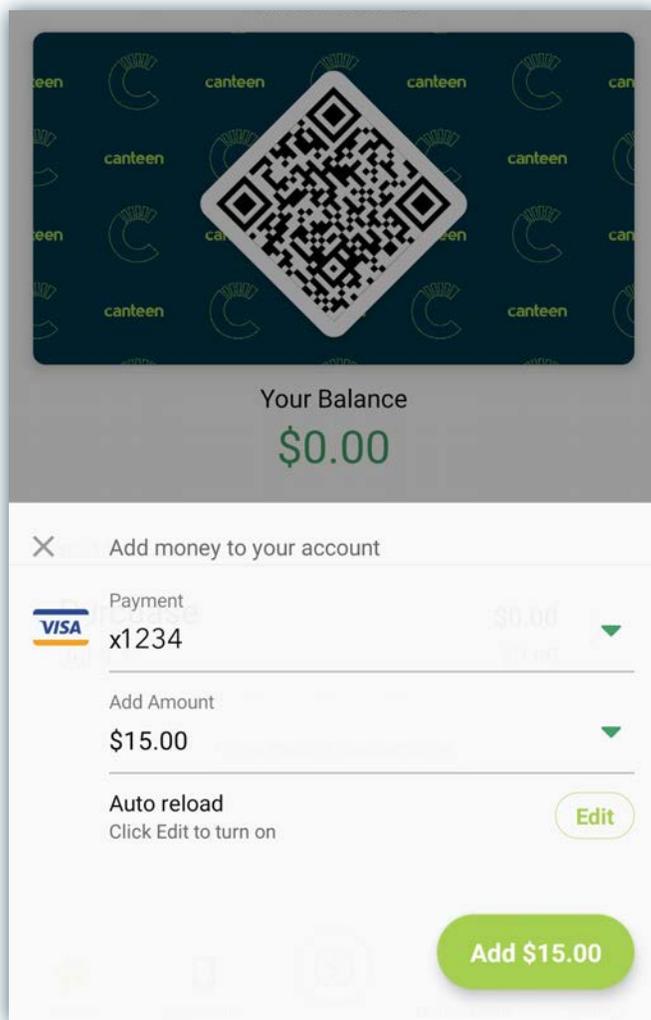
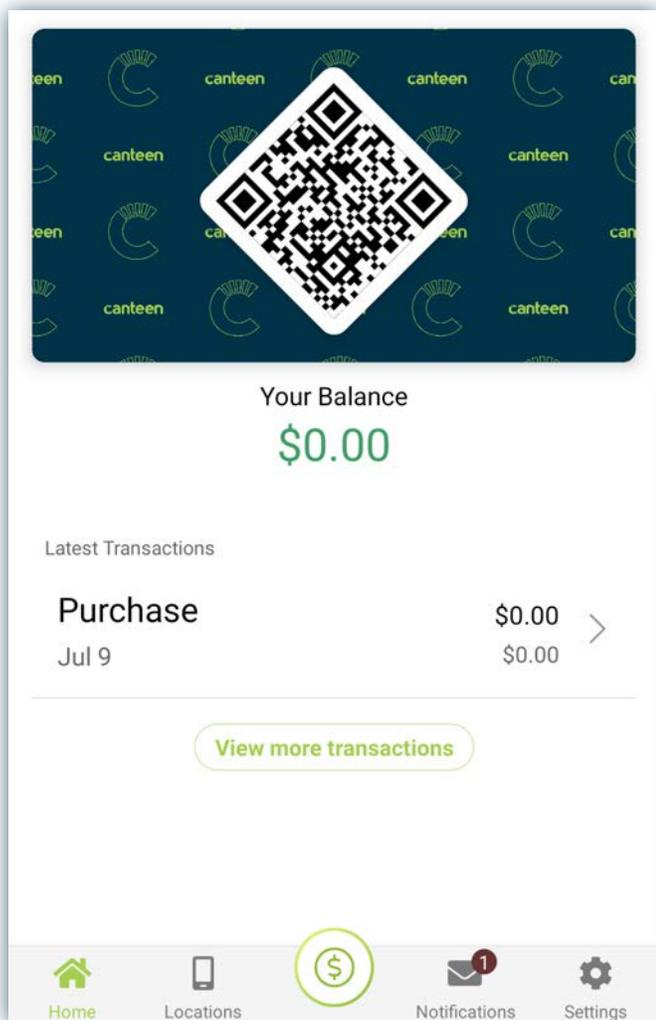
1. Log into your account on the kiosk.
2. Scan the QR code shown on the Manage Account page.
3. Enter e-mail address on Connect & Pay if an e-mail is not already associated with the account.
4. Create and confirm a password.





# Funding an Account

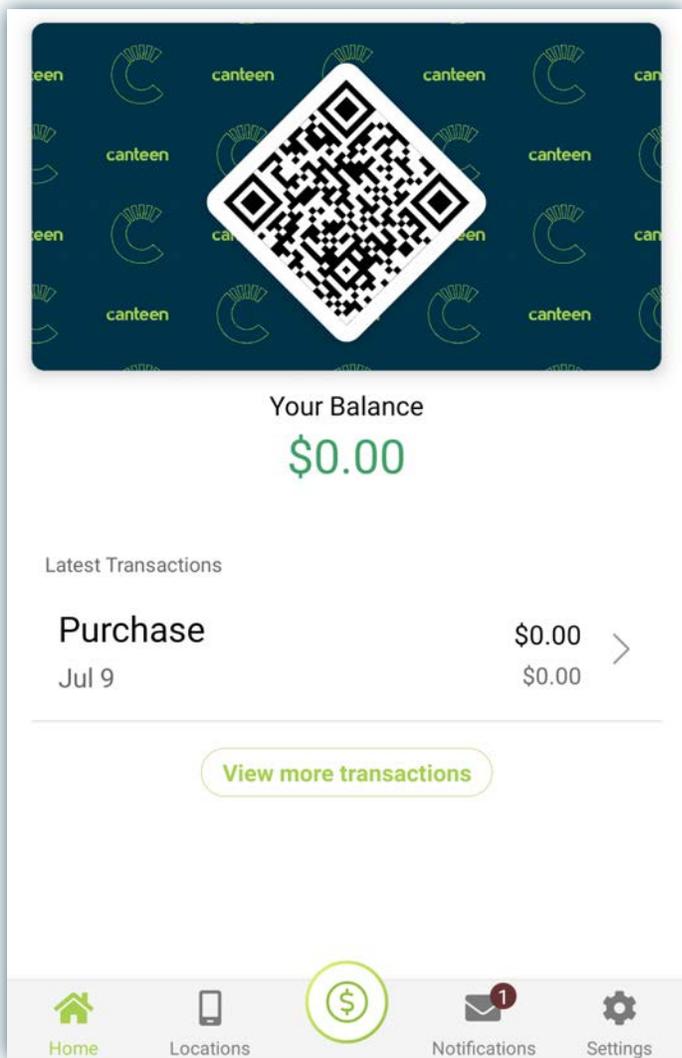
1. Select the  button on the main screen
2. Select the payment method to be used
3. Choose a dollar amount to credit to your account
4. Hit the **Add \$** to add the funds!





# Making Purchases

1. Scan your product(s) at the kiosk
2. To pay, scan the QR code from the app at the kiosk scanner (Do not need to touch the screen)
3. Enjoy your tasty snacks!





# Account Management

From the **Settings** menu you can:

1. View past account history such as funding and purchases
2. Add credit card information to your account
3. Update your personal information and more!

