



# 微信账号注册指引 How to validate a student's ID



## 打开索迪斯服务号 Open Sodexo Service Account.

1. 右键点击“我”  
Click "ME" at the right bottom.
2. 点击你的微信账号名 或 立即验证，第一次验证时会弹出隐私政策确认，请点击“确认”  
Click your WeChat Account Name or To Verify, The privacy policy confirmation will pop up at the first verification, please click "Confirm"  
如果界面中没有显示你的账户名字请联系驻场经理（联系方式在Q&A）  
If the name doesn't show, please contact the Site Manager (refer to Q&A).
3. 输入学生的ID号码（例如:20180909）  
Input the student ID number e.g. 20180909.
4. 点击“验证”（红色）  
Click Validation (in red).
5. 如果你有几个孩子在学校，请继续输入学生ID卡号  
If you have more than one child at school, continue to input the student ID number
6. 点击验证（红色）Click Validation (in red).  
如果你有更多ID需要验证请重复步骤5&6。  
Repeat step 5&6 if you have more ID to validate
7. 验证成功后会在主页上会显示“已验证”，然后你就可以给账户充值、查询余额和查询消费明细了。  
Have Validated means the student ID is validated. Then you could reload the account, check the balance and the transactions.

\*For more information, please contact the site manager.  
了解更多信息，请联系现场经理。



# 微信线上充值指引 How to reload the account



## 打开索迪斯服务号 Open Sodexo Service Account.

1. 进入索迪斯微信服务号，右键点击“我”  
Enter Sodexo Service Account. Click ME at the right bottom.
2. 选择“充值”  
Select Reloading.
3. 首先确认“姓名”，如果你有几个孩子可以点击并选择要充值的账户  
Confirm the name. With more than one child, click and choose the account to be reloaded.
4. 选择默认金额（50、100、200）  
Select the amount (50, 100, 200, etc.).
5. 你也可以输入自定义金额  
Input any value in Other Amount, e.g. 20.
6. 点击确认  
Confirm.
7. 点击“付款”  
Pay Now.
8. 在充值完24小时后你可以检查账户的变化  
You could check the result after 24h

\*For more information, please contact the site manager.  
了解更多信息，请联系现场经理。