



# PAYMENT SYSTEM

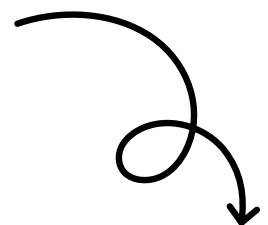


## CONNECTING YOUR WHITE REGISTER TO THE INTERNET

When you connect your register to the internet, you'll be able to:

- Search for eWallets and process sales  
(**NOTE:** While you can process eWallet sales offline by printing your school's scan sheet in the Host Hub, we recommend connecting to Wi-Fi in order to perform these actions on the register.)
- Redeem Share the Fair™ contributions
- View your real-time Share the Fair school balance from all registers and other funding sources
- Close out your register at end of the Fair to pre-populate your Financial Form

Continue to the next page for detailed instructions on getting—and staying—connected!

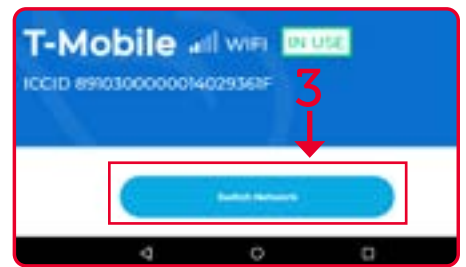
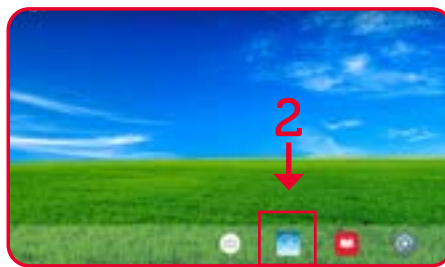
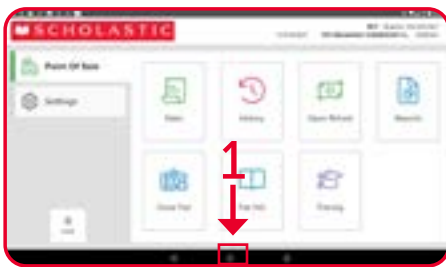


# CHECK YOUR CELLULAR CONNECTION

The register contains a built-in cellular network—just like a cell phone—and is able to connect to both AT&T and T-Mobile networks to automatically find a cellular connection. Ensure that you are not connected to Wi-Fi by swiping down from the top of the screen, tapping the Wi-Fi icon, and turning it off if needed.

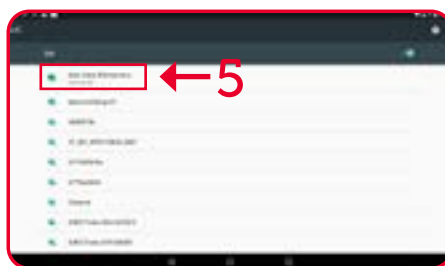
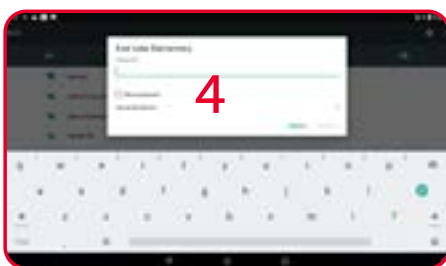
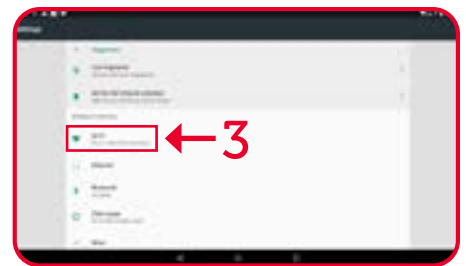
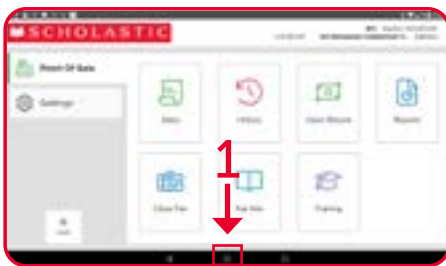
Confirm the cellular network is connected and the signal is strong.

- Power on the register and check the cellular signal by swiping down from the top of the screen and viewing the cellular icon: ▲
- If the signal is weak, switch between the AT&T and T-Mobile cellular networks:
  1. Tap the **WHITE CIRCLE** on the bottom black toolbar to navigate to the main desktop.
  2. Tap the **AIRLINK APP** to view available networks and signal strength.
  3. To switch, tap **SWITCH NETWORK**. This may take up to five minutes.



# CHANGE TO A WI-FI CONNECTION

1. Tap the **WHITE CIRCLE** on the bottom black toolbar to navigate to the main desktop.
2. Tap the gray gear icon to open **SETTINGS**.
3. In the **WIRELESS & NETWORKS** section, tap WI-FI.
4. Select your school's network or personal hotspot.
5. Once the register obtains a connection, the word **CONNECTED** will display.
6. To exit, tap the circle on the bottom of the screen, then tap the **SCHOLASTIC ICON** to reopen the app.

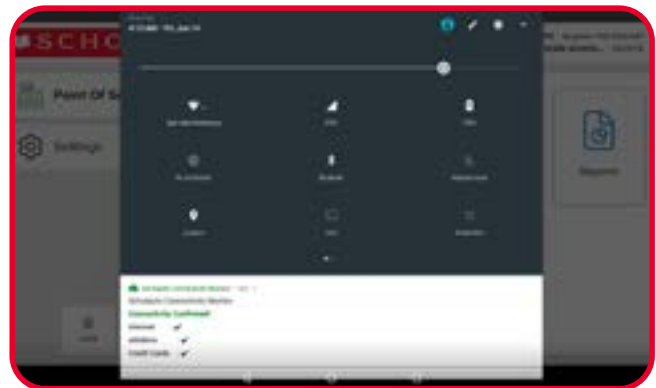


# UNABLE TO CONNECT?

If you are unable to get connected to the internet with cellular and Wi-Fi, consider one of these options:

1. Connect the register to a hotspot on your personal phone or tablet.  
(**NOTE:** You must acknowledge and agree that standard data rates may apply, and you or your school will be solely responsible for any such charges on your device.)
2. If allowed by your school, plug an Ethernet cable from the school's network into the register's Ethernet port, located on the bottom of the register. Share this **Troubleshooting Guide** with your school's network administrators.
3. If unable to connect to the internet, you can run your register offline. When offline, eWallets can be scanned from the barcode sheet available in the Host Hub. Share the Fair balance will not be available, and all sales data will be uploaded upon return to the warehouse.

For a quick status of cellular or Wi-Fi connection, swipe down from the top of the register screen. Swipe a second time to open full display and tap icons to adjust settings.



A second way to determine if your register is online is to select the **CHECK eWALLET BALANCE** button on the **SALES** screen. If eWallets display, you are connected to the Internet.

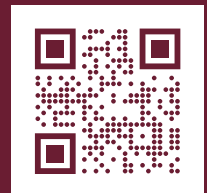
## WE'RE HERE TO HELP!

✦ **CALL** our dedicated Payment System Help Line at 877-245-0903 (M-F, 7am-9pm ET)

✦ **VIEW FAQs** at [s-bf.com/register-faq](https://s-bf.com/register-faq)

✦ **DOWNLOAD** the Scholastic Payment System User's Manual anytime at [s-bf.com/payguide](https://s-bf.com/payguide)

✦ **SCAN HERE TO WATCH** step-by-step tutorial videos



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