disclosure services
Expert Support. Informed Clients. Clear Decisions.

ACCOUNT TOP-UP (PAYG Clients)

If you are a Pay As You Go (PAYG) client and your account balance falls below £50, you will be notified that your account has low funds on your Dashboard. Without sufficient funds, you won't be able to submit certain levels of application.

TO TOP-UP

1. Click on the '**Top-up Here'** link located on your dashboard (if this is present)
2. Insert the amount you want to top-up your account with
3. Click they '**Pay**' button to finalise the payment

Alternatively

1. Navigate to the **Organisation** tab
2. Click the **pencil** button next to the organisation that requires a top-up
3. Insert the amount you want to top-up your account with
4. Click the '**Pay**' button to finalise the payment

Please note: You can add funds to your account at any time, you don't necessarily have to wait for your balance to fall below a certain level.