



Adding Icon to Apple iPhone



- ⇒ Browse to https://sbshepparton.cdfpay.org.au in Safari.
- \Rightarrow Or scan QR Code using your phone camera to browse to URL.
- \Rightarrow In Safari \swarrow tap the **BOOKMARK ICON**.
- \Rightarrow Choose the ADD TO HOMESCREEN icon.
- \Rightarrow You can then place the icon on your desired screen.



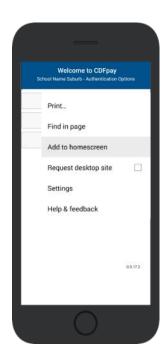
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Adding Icon to Android Phone

- \Rightarrow Browse to https://sbshepparton.cdfpay.org.au in Chrome.
- \Rightarrow Or scan QR Code using your phone camera to browse to URL.
 - In Chrome 🚫 tap the Menu option 🚦
- \Rightarrow Choose the **ADD TO HOMESCREEN** icon.
- \Rightarrow You can then place the icon on your desired screen.











Create your CDFpay Account

- ⇒ Browse to https://sbshepparton.cdfpay.org.au
- \Rightarrow Select New Parent Account.
- ⇒ Enter your full **Full Name, Email, Password** choose **Next**
- \Rightarrow Check your Email inbox for a **Email Verification** link.
- \Rightarrow Login with your new CDFpay account.

Verify your Account & Add Children

- \Rightarrow To add a child to your account, type **First and Last Name**.
- \Rightarrow Select **Class/Room** for your child.
- \Rightarrow Choose Add Another Student if required.
- \Rightarrow You are now ready to place orders using **CDFpay**.

Welcome to CDFpay shool Name Suburb - Authentication Opti	iona	Cancel New Full Name	Parent Details	Dancel Thank you	Email Verification Success! for verifying your email address. You may now
Parent Login	>	Email	Parent@email.com	password.	y logging in using your email address and
		Password			Log In
Staff Login	>	Password Aga	in		
New Parent Account	>		Next		
COLLEGE					





NEW PARENT GUIDE: St Brendan's PS Shepparton

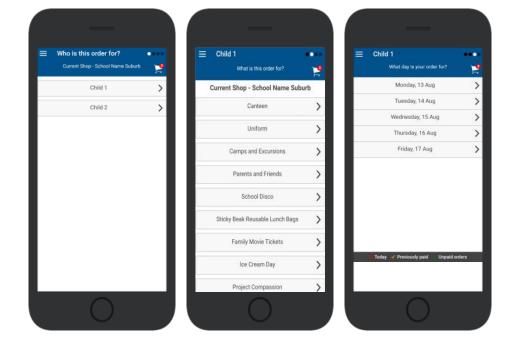


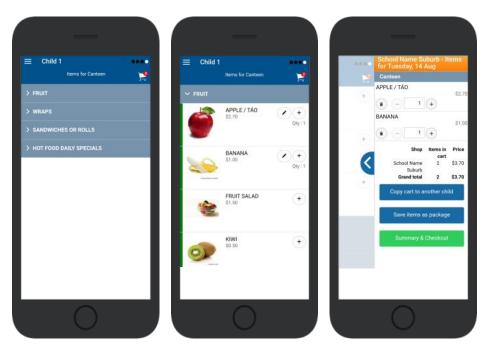
Choose Shop and Order Date

- \Rightarrow Select the **Child** you wish to place the order for.
- \Rightarrow Swiping left to right allows you to navigate between steps.
- \Rightarrow Choose the **SHOP** you would like to order from.
- \Rightarrow Choose the desired date you wish to place the order for.

Placing an Order & Checkout

- \Rightarrow Choose a category to order from.
- \Rightarrow Then select the item/s you wish to order by pressing +
- \Rightarrow Your shopping cart will update with each item.
- \Rightarrow Choosing the Shopping Cart allows you to complete purchase.
- \Rightarrow Select **Summary & Checkout** to make payment.







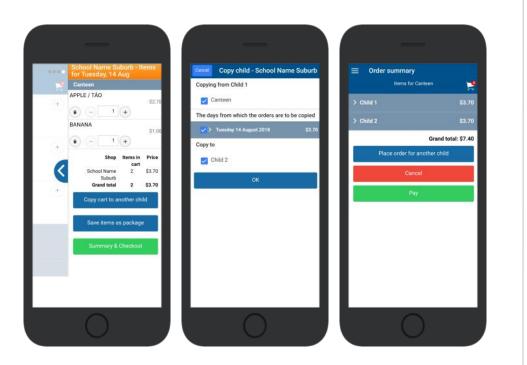


Copy Order to Another Child

- \Rightarrow Choose **Copy Cart to Another Child** to duplicate the order.
- \Rightarrow Complete the options to duplicate the order and select **OK**.
- \Rightarrow A summary screen is now displayed with selected orders.
- \Rightarrow Here you can either **Cancel** the order or complete **Payment**.

Complete Payment (Single Payment Option)

- ⇒ Choose payment method. MasterCard/Visa/Bank Transfer.
- \Rightarrow Enter your payment details and select **PAY**.
- \Rightarrow A receipt will be generated confirming purchase.
- \Rightarrow An email will also be sent to your specified email address.



E School Name Suburb - CDFpay Shop Checkout	Please enter your card details below. They will be submitted directly to the bank and will not be	Your Receipt
Total to pay: \$7.40 Online payment using Bank Transfer MasterCard/Visa credit & debit cards only Remember my card Confirm Cancel	stored or processed by School Name Suburb. Amount: \$7.40 Name on Card: Card Number: Expiry Date: (01 +) 2018 + Security Code: Pay Cancel	Date: 12/08/2018 10:38:37 AM Name: Parent Name 6098802540227610037 Payment Type: MasterCard/Visa credit & debit cards only Email: parent@amai.com Autoniae: Reference: 265181 Order date: Menday.13 August 2018 Order for:
	nab enabled by NAB	CDFpay College - Suburb Canteen 1 x Apple / Tao, 1 x Benana amount: 33.40 1 x Apple / Tao, 1 x Benana amount: 33.40 Child 1, Child 2 Amount: 57.40 Online Payment amount: 37.40 reference: MBM00361555bda15682

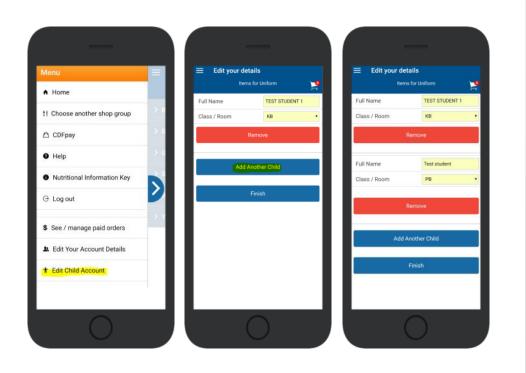


NEW PARENT GUIDE: St Brendan's PS Shepparton



Adding / Removing Children to your CDFpay Account

- \Rightarrow Tap the Menu Icon on your device.
- \Rightarrow Choose Edit Child Account.
- \Rightarrow You can change/remove your current child on this screen.
- \Rightarrow Or choose Add Another Child.
- \Rightarrow Choose **Finish** once all children are added.



Need More Help?

 \Rightarrow Please email <u>support@cdfpay.org.au</u> if you need assistance.





