

STEP 1 – Create your CDFpay Account

- ⇒ Browse to our site <u>https://sfstrathfieldsaye.cdfpay.org.au</u>
- \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.

STEP 2 – 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**.

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Welcome to CDFpay	Cancel New Parent Details	Cancel Email Verification Success!
School Name Suburb - Authentication Options	Full Name Parent Name	continue by logging in using your email address. You may now password.
Parent Login	Email Parent@email.com	Log In
Staff Login	Password	
New Parent Account	Password Again	
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STEP 3 – 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.

STEP 4 – 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.









STEP 5 – 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**.

STEP 6 – 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.



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
otal to pay: \$7.40 Inline payment using Bank Transfer MasterCard/Visa credit & debit cards only Remember my card Confirm Cancel	Amount: \$7.40 Name on Card: Card Number: Expiry Date: 01 • 2018 • Security Code: Pay Cancel Pay Cancel Cancel	Tarbar Tarbar/201810.38.37 AM Tarbar
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STEP 7 – Complete Payment (If you have a credit balance)

- \Rightarrow If your account has a credit, this can used towards payment.
- \Rightarrow Your account balance will be displayed and remainder to pay.
- \Rightarrow Choose the \square tick box ONLY and CONFIRM to use balance.
- \Rightarrow Then pay the remainder using Bank Transfer/MasterCard Visa.

Cancelling Orders

- \Rightarrow You are able to cancel orders before a cutoff time/date
- \Rightarrow Choose the menu icon: **\$ See / manage paid orders**
- \Rightarrow Choose the **Child / Date / Shop** you wish the cancel from.
- \Rightarrow Choose **OK** to cancel the order for your child.





