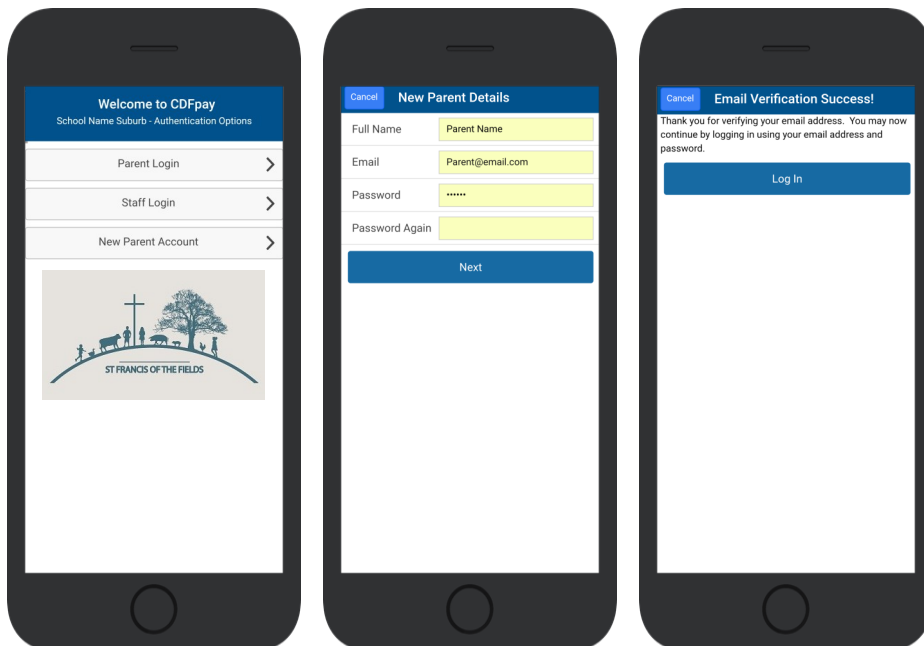


## STEP 1 – Create your CDFpay Account

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

## STEP 2 – Verify your Account & Add Children

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

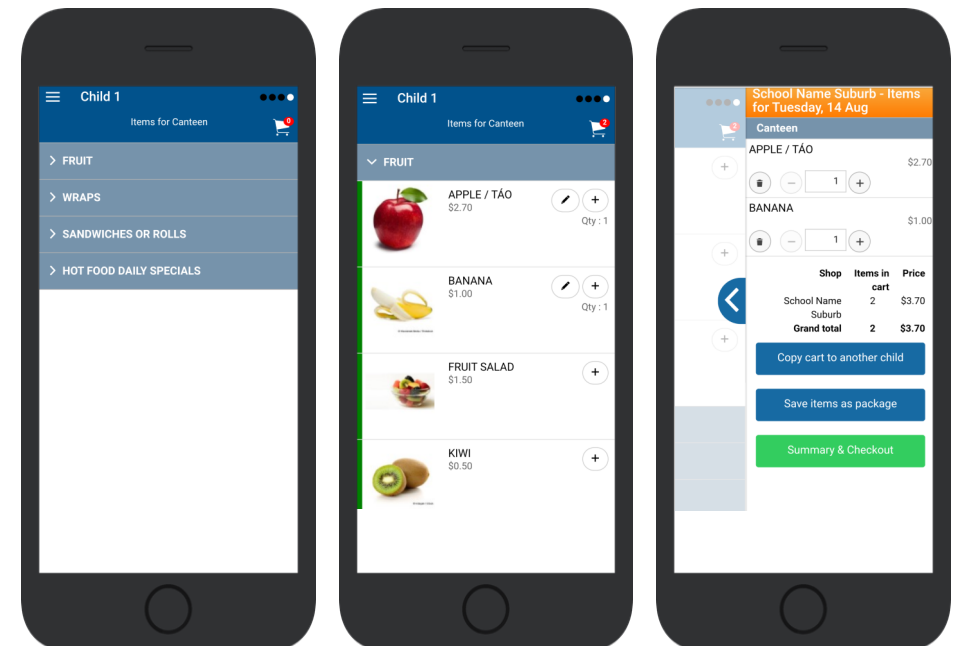
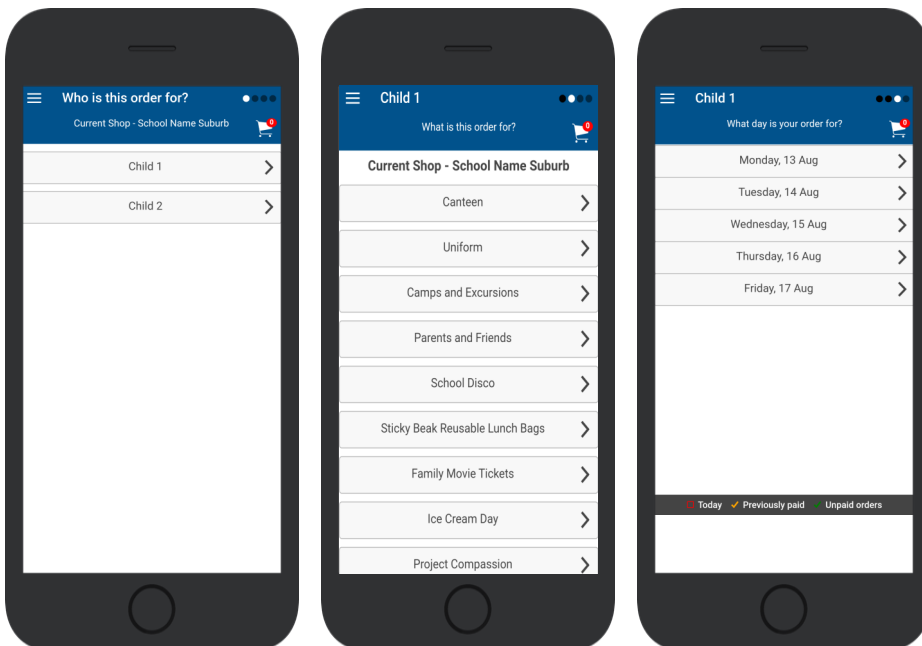


## STEP 3 – Choose Shop and Order Date

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

## STEP 4 – Placing an Order & Checkout

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

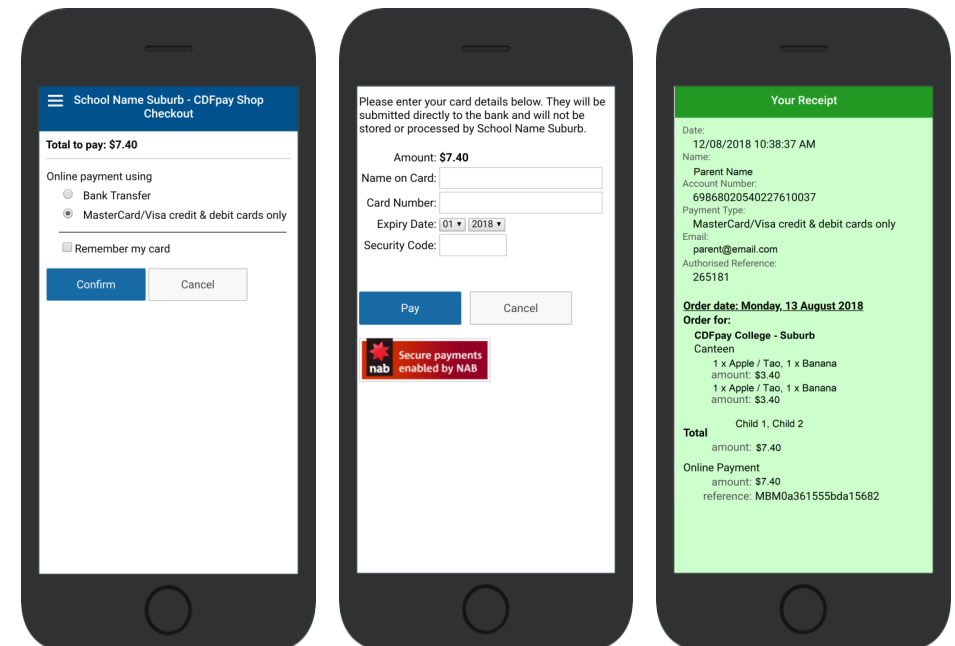
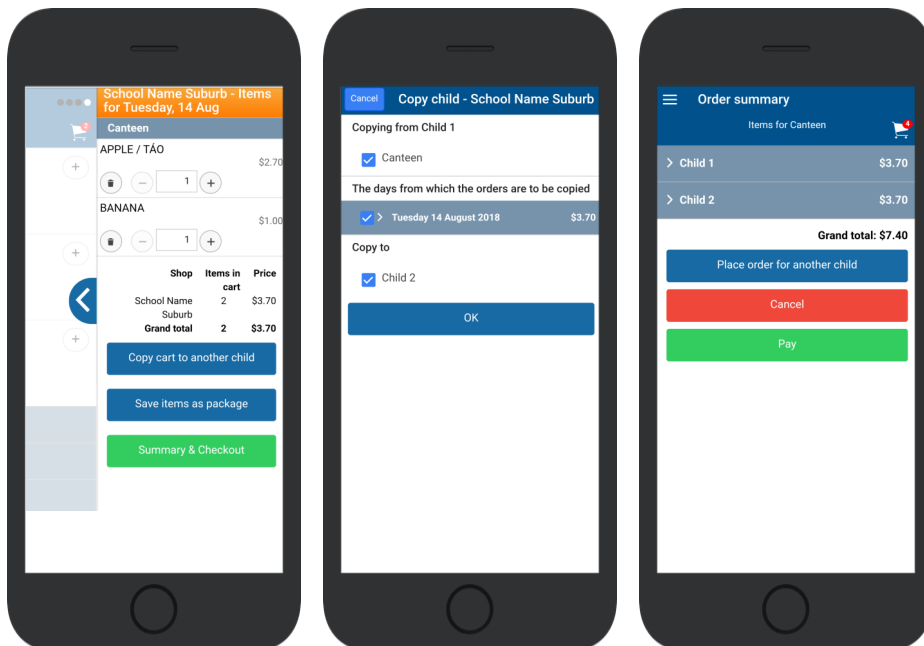


## STEP 5 – Copy Order to Another Child

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

## STEP 6 – Complete Payment (Single Payment Option)

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



## STEP 7 – Complete Payment (If you have a credit balance)

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

## Cancelling Orders

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

