PARENT GUIDE: St Laurence O'Toole PS Leongatha

CDFpay

Adding Icon to Apple iPhone

⇒ Browse to **https://stlleongatha.cdfpay.org.au** in Safari.

⇒ Or scan QR Code using your phone camera to browse to URL.

⇒ In Safari tap the **BOOKMARK ICON**.

⇒ Choose the **ADD TO HOMESCREEN** icon.

Add to Home Screen

⇒ You can then place the icon on your desired screen.

CDF pay

Adding Icon to Android Phone

⇒ Browse **https://stlleongatha.cdfpay.org.au** in Chrome.

⇒ Or scan QR Code using your phone camera to browse to URL.

⇒ In Chrome tap the Menu option ⋮

⇒ Choose the **ADD TO HOMESCREEN** icon.

⇒ You can then place the icon on your desired screen.
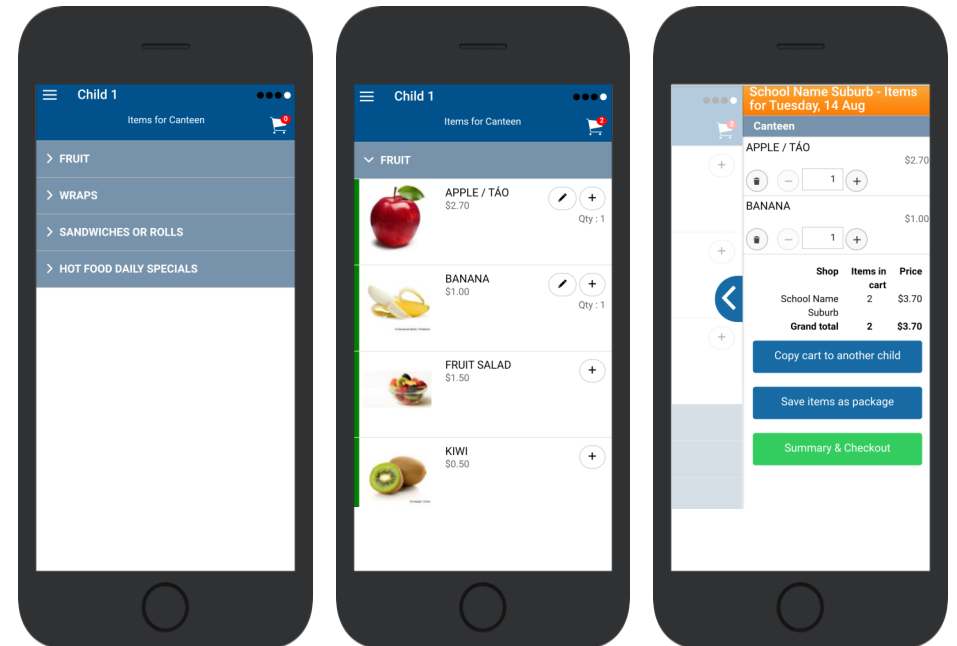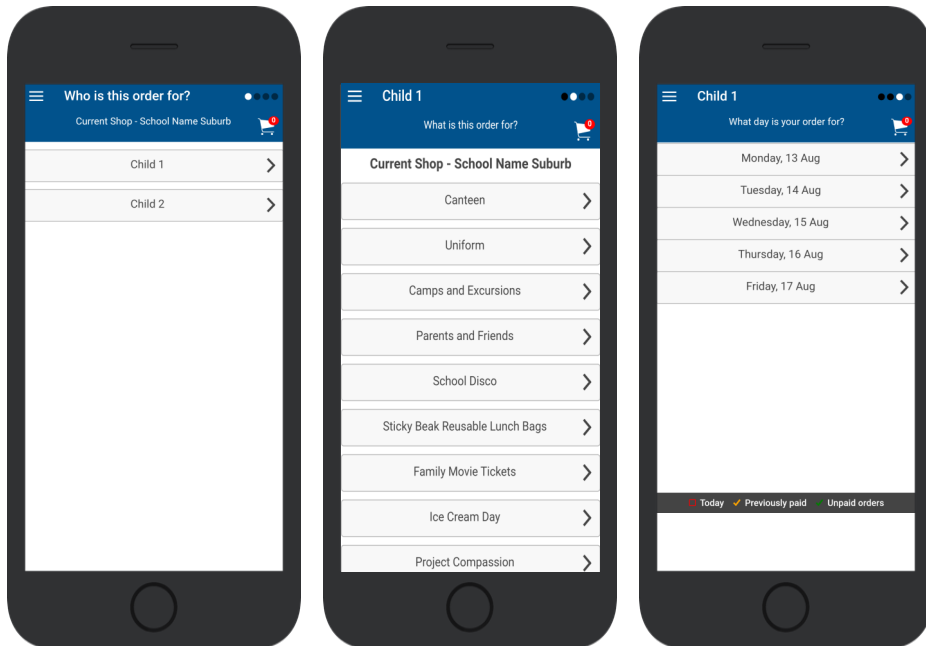
CDF pay

CDF
CATHOLIC DEVELOPMENT FUND
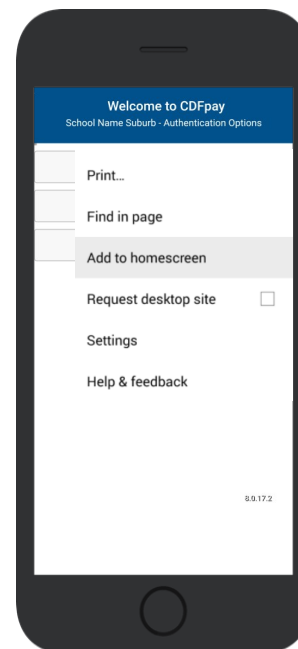
Choose Shop and Order Date

⇒ 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.

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 complete payment.

Who is this order for?
Current Shop - School Name Suburb

- Child 1
- Child 2

Child 1
What is this order for?

Current Shop - School Name Suburb

- Canteen
- Uniform
- Camps and Excursions
- Parents and Friends
- School Disco
- Sticky Beak Reusable Lunch Bags
- Family Movie Tickets
- Ice Cream Day
- Project Compassion

Child 1
What day is your order for?

- Monday, 13 Aug
- Tuesday, 14 Aug
- Wednesday, 15 Aug
- Thursday, 16 Aug
- Friday, 17 Aug

Today ✓ Previously paid Unpaid orders

Child 1
Items for Canteen

- FRUIT
- WRAPS
- SANDWICHES OR ROLLS
- HOT FOOD DAILY SPECIALS

Child 1
Items for Canteen

FRUIT

- APPLE / TÁO $2.70 Qty : 1
- BANANA $1.00 Qty : 1
- FRUIT SALAD $1.50
- KIWI $0.50

School Name Suburb - Items for Tuesday, 14 Aug

Canteen

APPLE / TÁO $2.70 1

BANANA $1.00 1

Shop	Items in cart	Price
School Name Suburb	2	$3.70
Grand total	2	$3.70

Copy cart to another child

Save items as package

Summary & Checkout

CDF
CATHOLIC DEVELOPMENT FUND

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**.

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.

SCAN ME

CDFpay
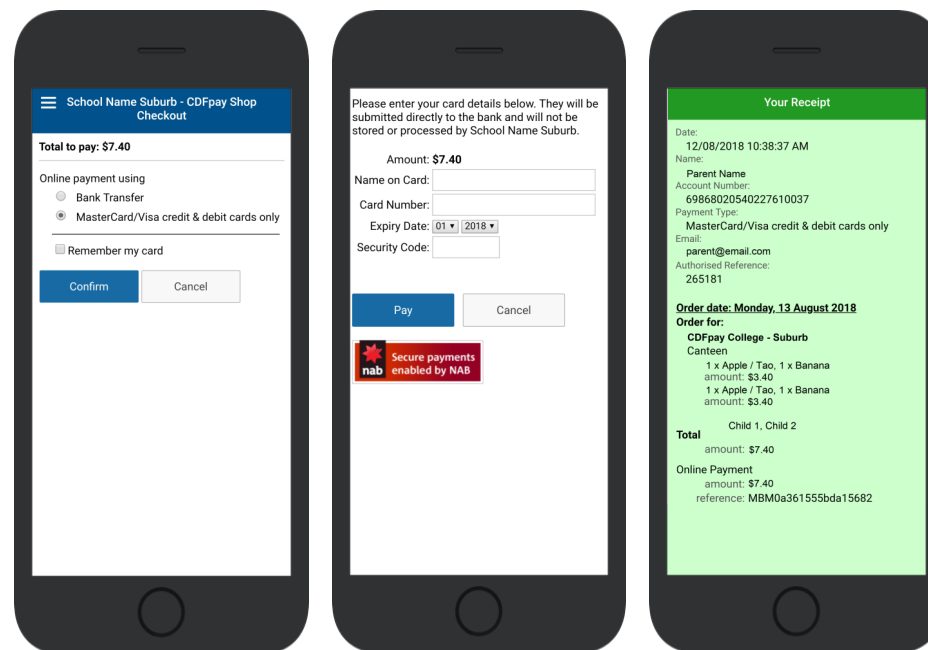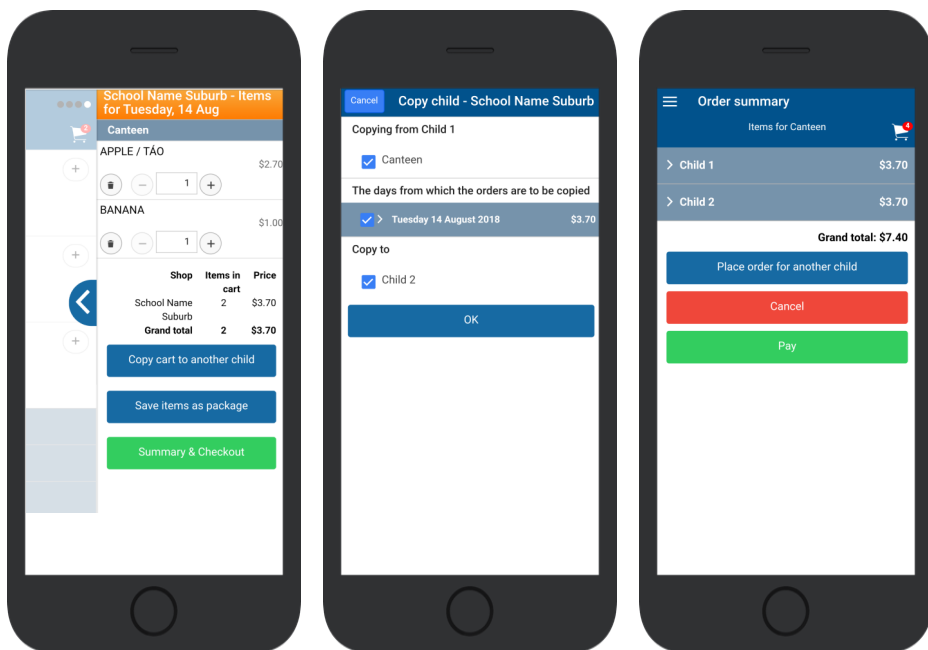
Complete Payment (If you have a credit balance)

⇒ If your account has a credit, this can 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 the cancel from.

⇒ Choose **OK** to cancel the order for your child.

SCAN ME
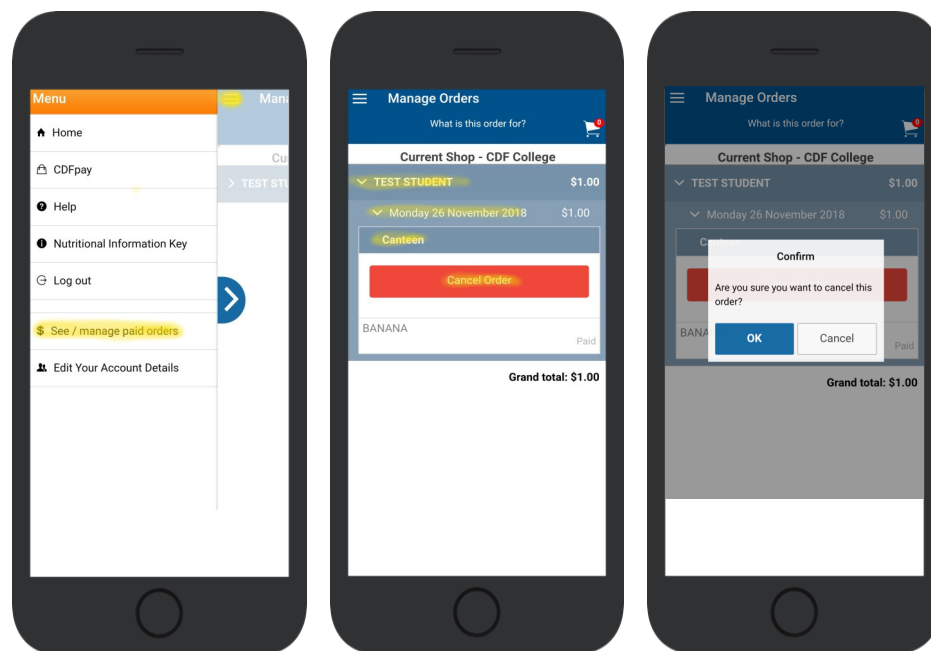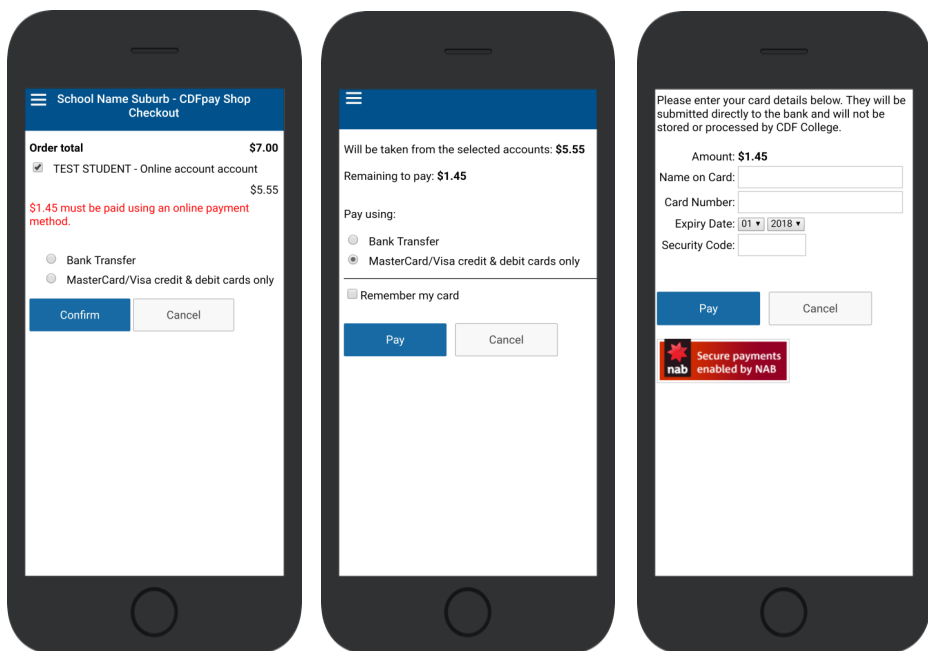
CDFpay

Adding / Removing Children to your CDFpay Account

⇒ Tap the Menu Icon on your device. ≡

⇒ Choose **Edit Child Account.**

⇒ You can change/remove your current child on this screen.

⇒ Or choose **Add Another Child**.

⇒ Choose **Finish** once all children are added.
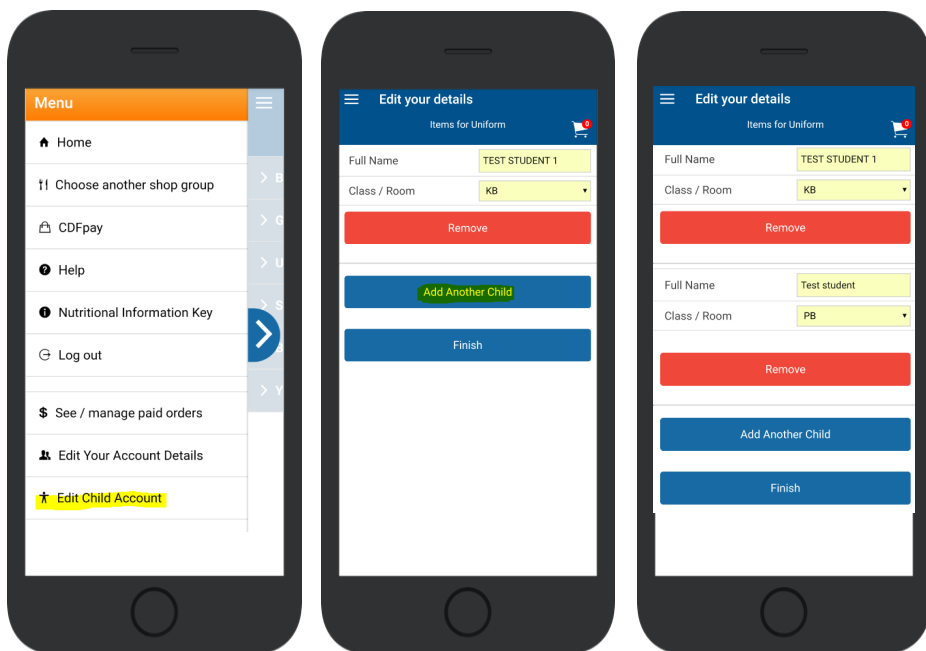
Need More Help?

⇒ Please email **support@cdfpay.org.au** if you need assistance.