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Adding Icon to Apple iPhone



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



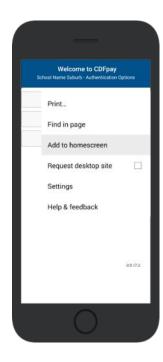
 $\Rightarrow$ 

Adding Icon to Android Phone



- ⇒ Browse <u>https://sfbrightoneast.cdfpay.org.au</u> 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://sfbrightoneast.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**.

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Welcome to CDFpay	Cancel New Parent Details			Cancel Email Verification Success! Thank you for verifying your email address. You may now		
School Name Suburb - Authentication Options		Full Name	Parent Name	Enank you continue by password.	for verifying your email address. You may now logging in using your email address and	
Parent Login	>	Email	Parent@email.com	1	Log In	
Staff Login	>	Password		-		
New Parent Account	>	Password Again				
Corcollegy						
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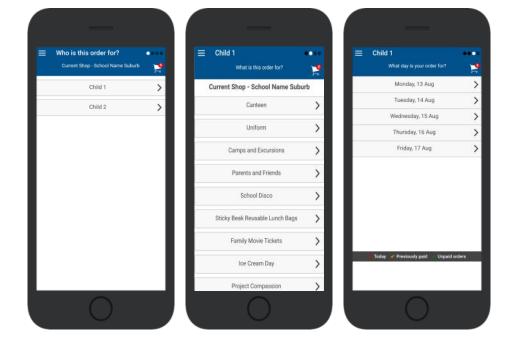


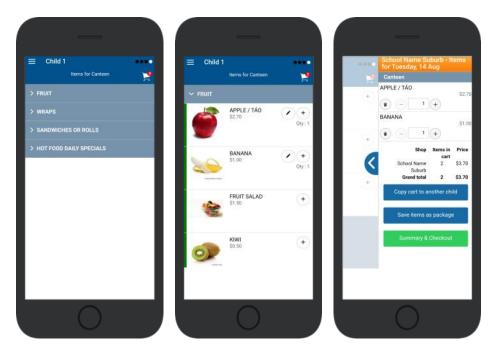
## **Choose Shop and Order Date**

- $\Rightarrow$  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

- $\Rightarrow \quad \mbox{Choose a category to order from}.$
- $\Rightarrow$  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.









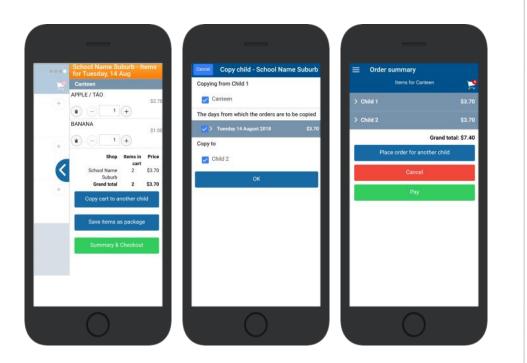


#### **Copy Order to Another Child**

- $\Rightarrow$  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)**

- $\Rightarrow$  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 stored or processed by School Name Suburb.	Your Receipt
atal to pay: \$7.40 Inline payment using Bank Transfer MasterCard/Visa credit & debit cards only Remember my card Confirm Cancel	Amoun: \$7.40 Name on Card: Card Number: Expiry Date: 01 + 2018 + Security Code: Pay Cancel	Later T2/04/2018 10.38.37 AM Name Para Name Para Name Pa
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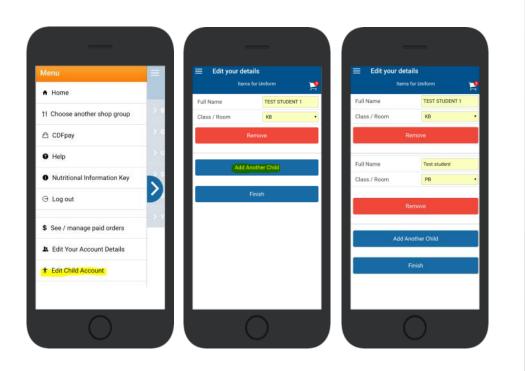






## Adding / Removing Children to your CDFpay Account

- $\Rightarrow$  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?**

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





