

CDFpay

Adding Icon to Apple iPhone



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



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Adding Icon to Android Phone



- ⇒ Browse <u>https://stmarysale.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.













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 complete 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.



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
hal 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	12/09/2018 10:38:37 AM New Yame Per Name 0966802054027610037 Page Visa credit & debit cards only mater(Card/Visa credit & debit cards only Carder date: Monday, 13 August 2018 Order date: Manaa amount: \$3.40 Onlid 1, Child 2 Manount: \$3.40 Onlid Payment amount: \$3.40 Onlid Payment Manount: \$3.40 Onlid Payment Manount: \$3.40 Manount: \$3
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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.









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.







