





Adding Icon to Apple iPhone

- ⇒ Browse to https://shop.sjsnortham.wa.edu.au in Safari.
- ⇒ Or scan QR Code using your phone camera to browse to URL.
- \Rightarrow In Safari igotimes tap the **BOOKMARK ICON**. $oxedsymbol{ ext{t}}$
- ⇒ Choose the **ADD TO HOMESCREEN** icon.
- ⇒ You can then place the icon on your desired screen.

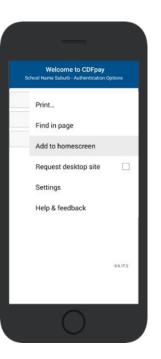




Adding Icon to Android Phone

- ⇒ Browse https://shop.sjsnortham.wa.edu.au in Chrome.
- ⇒ Or scan QR Code using your phone camera to browse to URL.
- \Rightarrow In Chrome \bigcirc tap the Menu option
- ⇒ Choose the **ADD TO HOMESCREEN** icon.
- ⇒ You can then place the icon on your desired screen.







Need Help? support@cdfpay.org.au

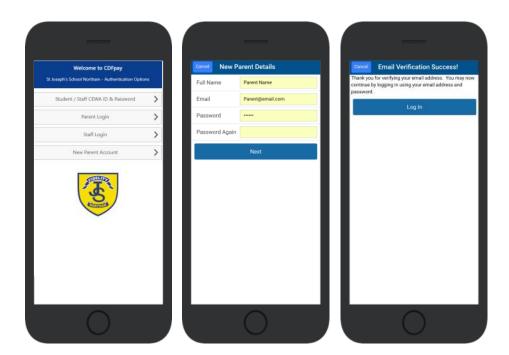






Login into the St Joseph's School Shop

- ⇒ Browse to https://shop.sjsnortham.wa.edu.au
- ⇒ Students / Staff—Enter your **CEWA ID** and **Password**
- ⇒ Parents -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 using **Parent Login**.



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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**.











Choose Shop and Order Date

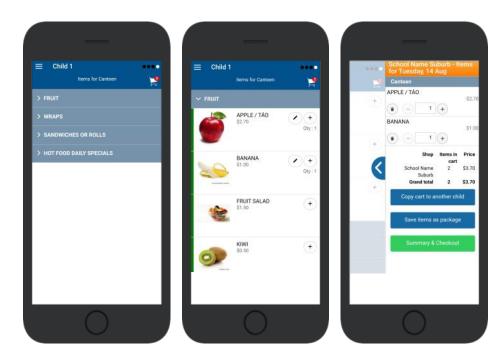
- ⇒ Select the Child you wish to place the order for.
- ⇒ Swiping left to right allows you to navigate between steps.
- ⇒ Choose the **SHOP** you would like to order from.
- ⇒ Choose the desired date you wish to place the order for.

Child 1 Current Shop - School Name Suburb Child 2 Current Shop - School Name Suburb Canteen Current Shop - School Name Suburb Tuesday, 14 Aug Wednesday, 15 Aug Thursday, 16 Aug Friday, 17 Aug School Disco Sticky Beak Reusable Lunch Bags Family Movie Tickets Ice Cream Day Project Compassion Today ✓ Previously paid Unpaid orders

Choose a category to order from.

Placing an Order & Checkout

- ⇒ 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.













Copy Order to Another Child

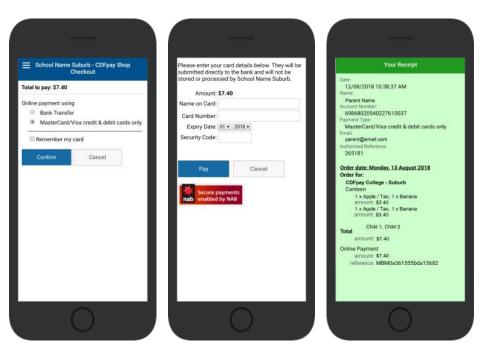
- ⇒ Choose **Copy Cart to Another Child** to duplicate the order.
- \Rightarrow Complete the options to duplicate the order and select **OK.**
- ⇒ A summary screen is now displayed with selected orders.
- ⇒ Here you can either **Cancel** the order or complete **Payment**.

School Name Suburb - Items for Tuesday, 14 Aug Canteen APPLE / TAO S2.70 BANANA S1.00 Shop Items in Price cart School Name 2, \$3.70 Copy to Tuesday 14 August 2018 Copy to Copy to Canteer on C

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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.











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.
- \Rightarrow Choose the \square tick box ONLY and CONFIRM to use balance.
- ⇒ Then pay the remainder using Bank Transfer/MasterCard Visa.

School Name Suburb - CDFpay Shop Checkout Order total TEST STUDENT - Online account account S\$.5.5 \$1.45 must be paid using an online payment method. Bank Transfer Bank Transfer MasterCard/Visa credit & debit cards only Remember my card Remember my card Pay Cancel Pay Cancel Pay Cancel Piease enter your card details below. They will be submitted directly to the bank and will not be stored or processed by CDF College. Amount \$1.45 Name on Card Card Number: Expiry Date (0 * | 2018 *) Security Code: Pay Cancel Pay Cancel

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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.

