PARENT GUIDE



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1. Setting-Up your Account

STEP 1

- Browse to your school's CDFpay portal (this can be found on your school's website, recent newsletter or email communication).
- Select New Parent Account.

STEP 2

- Enter your full **Name**, **Email** and desired **Password** in the relative fields.
- Click Next.

STEP 3

- Check your inbox for an Email Verification.
- Click the link in the email to verify your email address and navigate to the log in page.
- Click Log In.

STEP 4

• Log in using your Email address and Password.

STEP 5

 To add a student to your account, type their
First and Last Name and select their Class from the drop down list provided.

STEP 6

- Click Add Another Student should you need to add another child.
- Press Continue once complete.
- You are now logged in and ready to order.

STEP 7

 Select your student from list (if on a mobile) or from the top left of your screen (if on a desktop computer).

Cancel New Parent Details				
Name	John Smith			
Email	a2085070@mvrht.net			
Password				
Password Again				
Next				

New Parent Account

Cancel	Email & Password			
Email	a2085070@mvrht.net			
Password				
Remember me				
Log In				

Cancel Adding your children				
First and Last	Name	Jane Smith		
Class	1 S	·		
Add Another Student				
Continue				

PARENT GUIDE



2. Adding Students and Editing Details after Account Set-Up

STEP 1

• Once logged into your account, click the 3 bars icon on the top left of the screen to open the menu.

STEP 2

- Select **Edit Child Account** from the Menu if you'd like to add another student or change the student details.
- Alternatively, select **Edit Your Account Details** if you would like to make changes to the Parent details.

STEP 3

- If adding a student, select **Add Another Sudent** or Edit/Remove current student/s.
- Enter the student's details

STEP 4

- Click Finish to complete the process.
- Then click Cancel to go back to ordering screen.

3. View or Cancel Previous Orders

STEP 1

• Once logged into your account, click the 3 bars icon on the top left of the screen.

STEP 2

• Select See / Manage Paid Orders from the Menu

STEP 3

- This will allow you to see what orders are lodged against your linked students.
- It will also allow you to cancel a paid order to receive an automatic full refund.
- NOTE: refunds will be processed onto the student's account. These funds can be used for a future order. Refunds are not issued to credit cards or bank accounts.

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