PARENT GUIDE

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).

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.
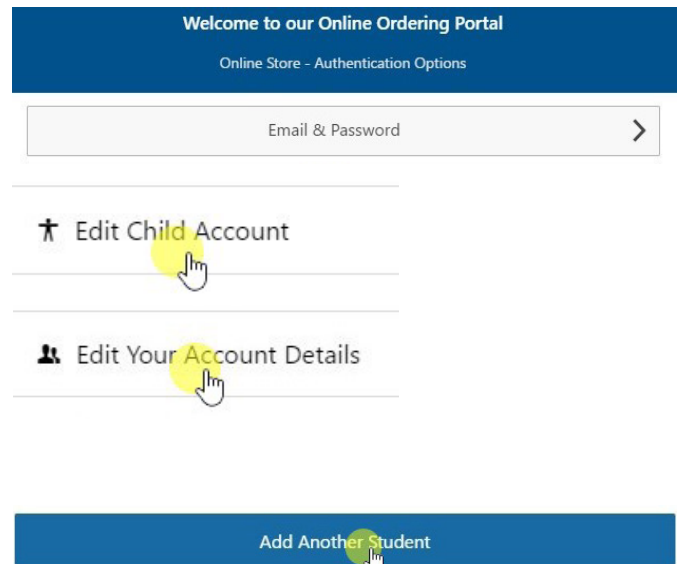
STEP 2

- 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.

Welcome to our Online Ordering Portal

Online Store – Authentication Options

| Email & Password | > |

☦ Edit Child Account

👥 Edit Your Account Details

Add Another Student

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.

James Smith   Jane Smith

$ See / manage paid orders