

# Tuckshop is now available online



## How to get started



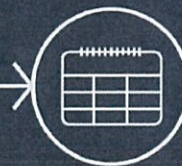
Log onto  
online  
system



Select  
child or  
parent



Choose an  
item group



Select a  
date



Review  
order and  
pay online

Say hello to a cash-free solution

From Wednesday 1<sup>st</sup> August 2018 lunches can be ordered and paid for online. Please go to the St Marks website: [smdingley.catholic.edu.au](http://smdingley.catholic.edu.au) and click on the CDF pay button. Orders must be complete by 9.30am the same day. Store this on your computer or mobile device



Over the counter sales at recess and lunchtime and lunch orders can still be sent with your child in the morning as is the current arrangement. This is just another option.



# PARENT GUIDE FOR CANTEEN ORDERS

## 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 a 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).

# PARENT GUIDE FOR CANTEEN ORDERS

## 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

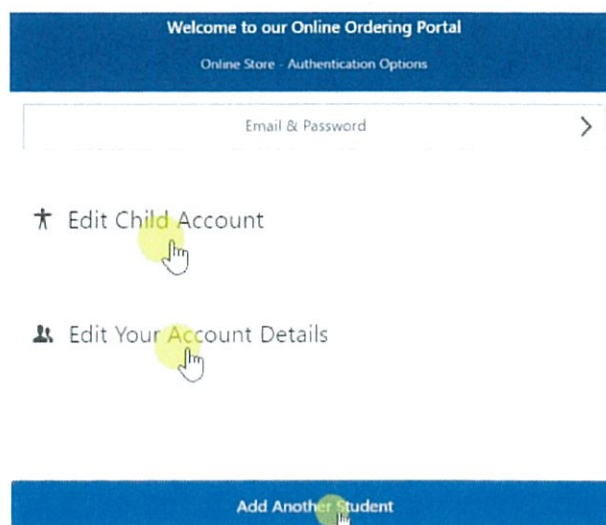
- Select **Edit Child Account** from the Menu if you'd like to add another student or change the student details.
- Alternatively, select **Edit Your Account Details** if you would like to make changes to the Parent details.

### STEP 3

- If adding a student, select **Add Another Student** 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 finds can be used for a future order. Refunds are not issued onto credit cards or into bank accounts.

