Tuckshop is now available on 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 1st August 2018 lunches can be ordered and paid for online. Please go to the St Marks website: 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.
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 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 funds can be used for a future order. Refunds are not issued onto credit cards or into bank accounts.