CDF pay

PARENT SELF SIGN-UP GUIDE

STEP 1

Browse to your school's CDFpay portal. This portal 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:

STEP 3

You must now locate the email that has been sent to you to confirm your email address:
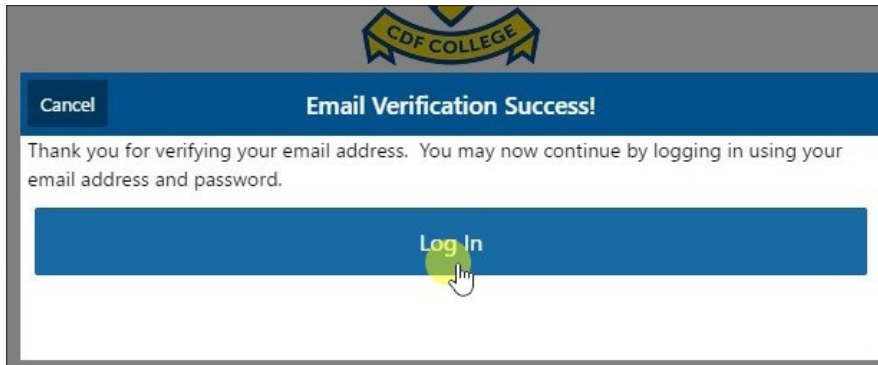
PARENT SELF SIGN-UP GUIDE

CDF pay
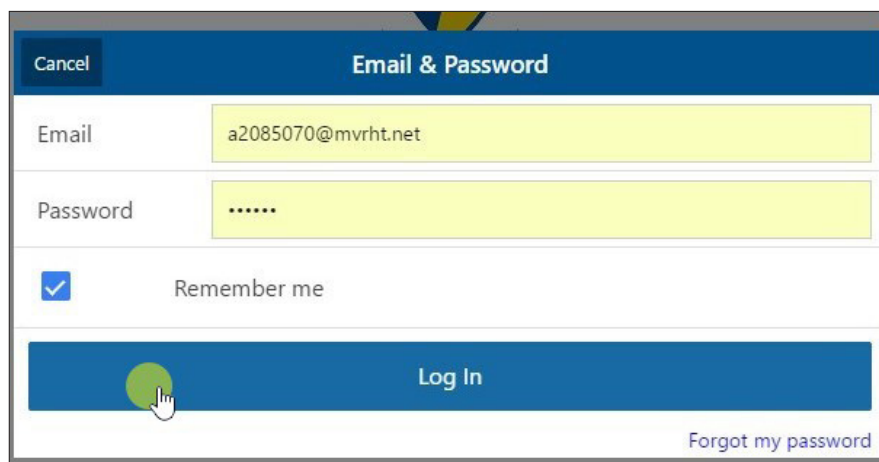
STEP 4
Click the link in the email to verify your email and navigate to the login page:

STEP 5
Login using your Email address and Password:
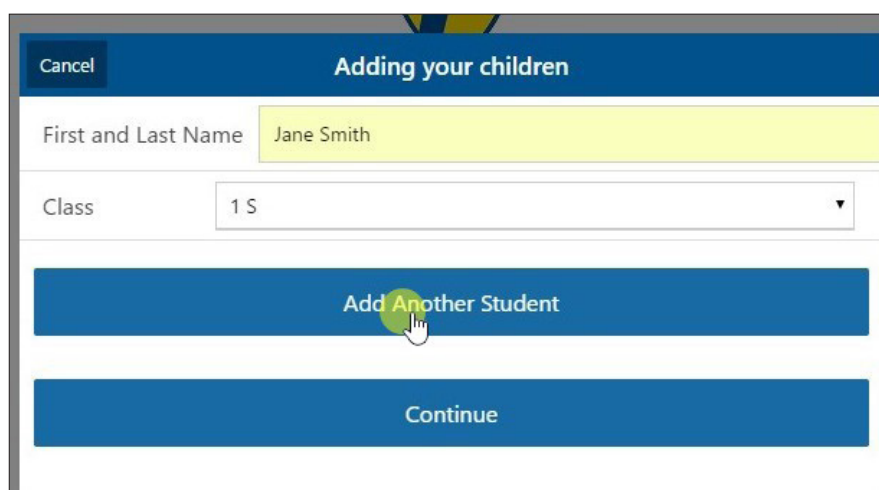
STEP 6
To begin adding your students; type their Full Name and select their Class from the list provided.
NOTE: If the Class is incorrectly selected, we won't be able to find your student. Please make sure this information is correct. If you are unsure of one of your student's classes, you will be able to add them to your account later.

PARENT SELF SIGN-UP GUIDE

STEP 7
Add the other students, then press 'Continue'.
NOTE: depending on your device you may have to press 'Continue' twice.

STEP 8
Now you are logged in and ready to order. Select your student from the list to begin.

ADDING STUDENTS TO YOUR ACCOUNT AFTER SET-UP
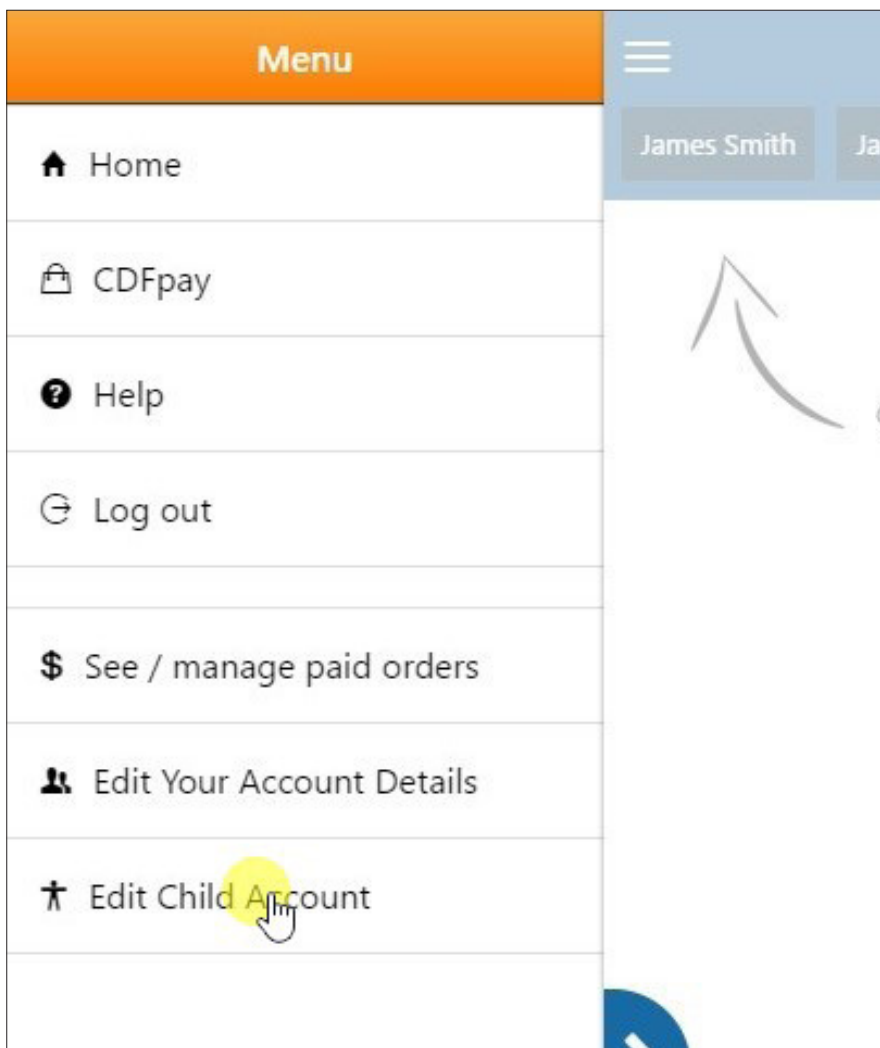
STEP 1
Open the sidebar menu by clicking the '3 bars' icon in the top left:

STEP 2
Select 'Edit Child Account' from the menu:

ADDING STUDENTS TO YOUR ACCOUNT AFTER SET-UP

STEP 3
Select 'Add Another Student' or edit/remove current students:

STEP 4
Click 'Finish' to finalise, then 'Cancel' to go back to ordering:
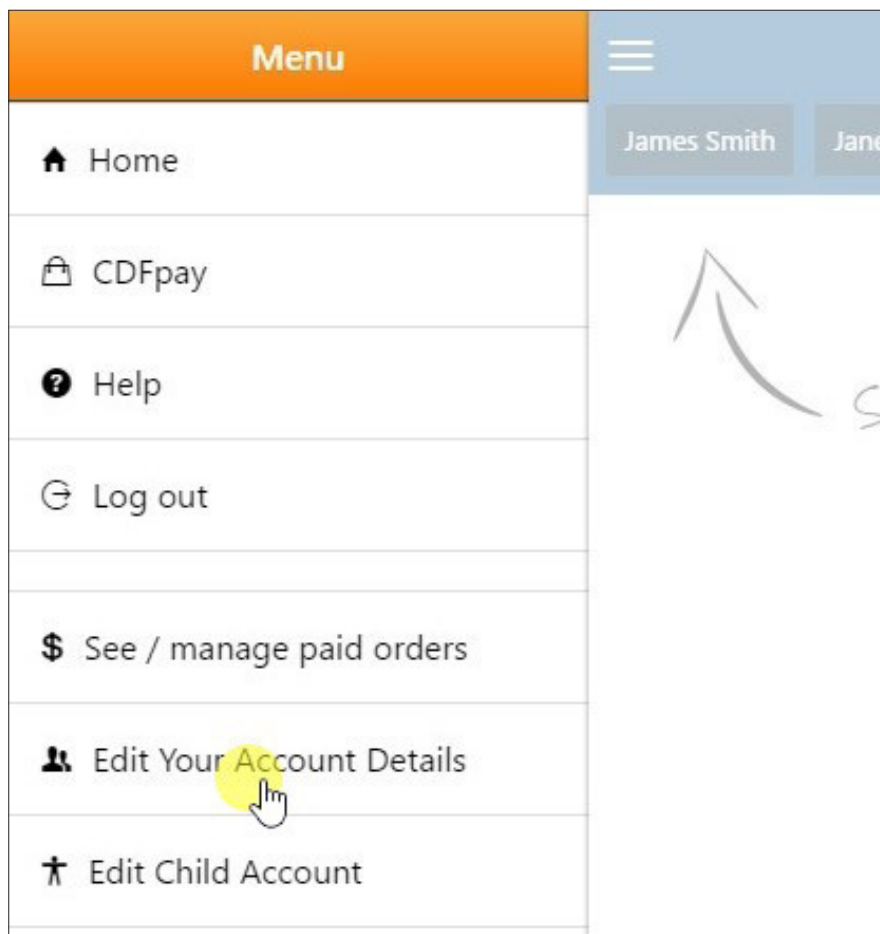
EDITING YOUR PARENT ACCOUNT DETAILS

STEP 1
Open the sidebar menu by clicking the '3 bars' icon in the top left:

STEP 2
Select 'Edit Your Account Details' from the menu. Adjust your details in this window and click 'OK' to save.

VIEW / CANCEL PREVIOUS ORDERS

STEP 1
Open the sidebar menu by clicking the '3 bars' icon in the top left:

STEP 2
Select 'See/Manage Paid Orders' from the menu.
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 a refund automatically.
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.