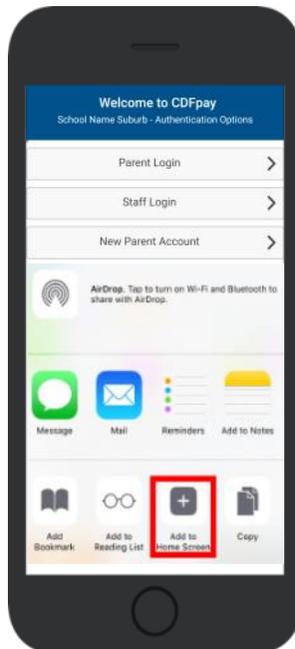




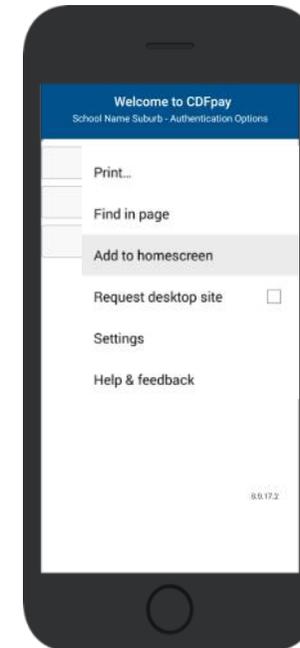
Adding Icon to Apple iPhone

- ⇒ Browse to <https://ctkbraybrook.cdfpay.org.au> in Safari.
- ⇒ Or scan QR Code using your phone camera to browse to URL.
- ⇒ In Safari  tap the **BOOKMARK ICON**. 
- ⇒ Choose the **ADD TO HOMESCREEN** icon. 
- ⇒ You can then place the icon on your desired **screen**. 



Adding Icon to Android Phone

- ⇒ Browse to <https://ctkbraybrook.cdfpay.org.au> in Chrome.
- ⇒ Or scan QR Code using your phone camera to browse to URL.
- ⇒ In Chrome  tap the Menu option 
- ⇒ Choose the **ADD TO HOMESCREEN** icon.
- ⇒ You can then place the icon on your desired screen. 



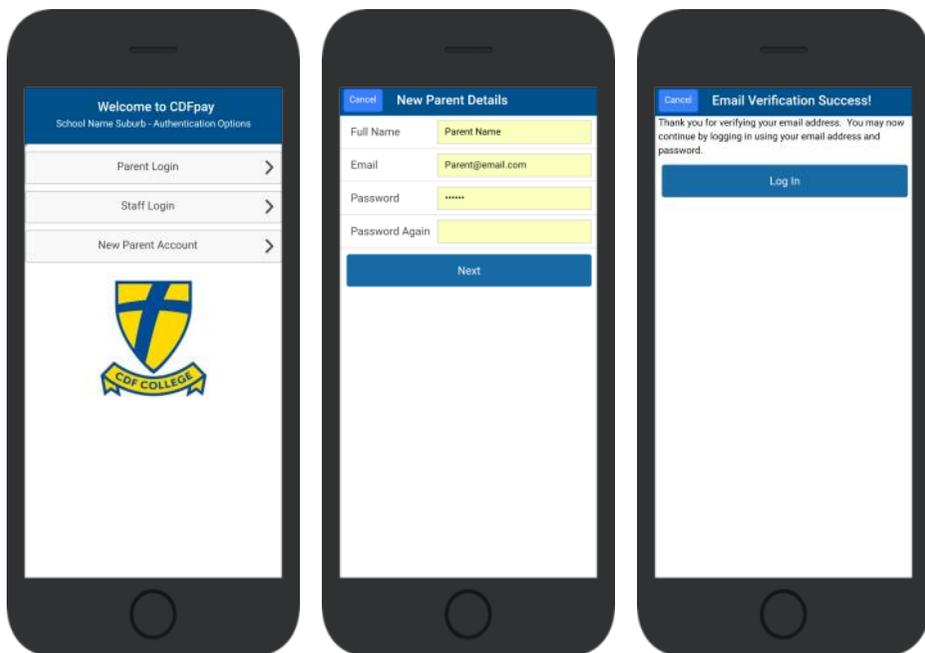


Create your CDFpay Account

- ⇒ Browse to <https://ctkbraybrook.cdfpay.org.au>
- ⇒ Select **New Parent Account**.
- ⇒ Enter your full **Full Name, Email, Password** choose **Next**
- ⇒ Check your Email inbox for a **Email Verification** link.
- ⇒ Login with your new CDFpay account.

Verify your Account & Add Children

- ⇒ To add a child to your account, type **First and Last Name**.
- ⇒ Select **Class/Room** for your child.
- ⇒ Choose **Add Another Student** if required.
- ⇒ You are now ready to place orders using **CDFpay**.



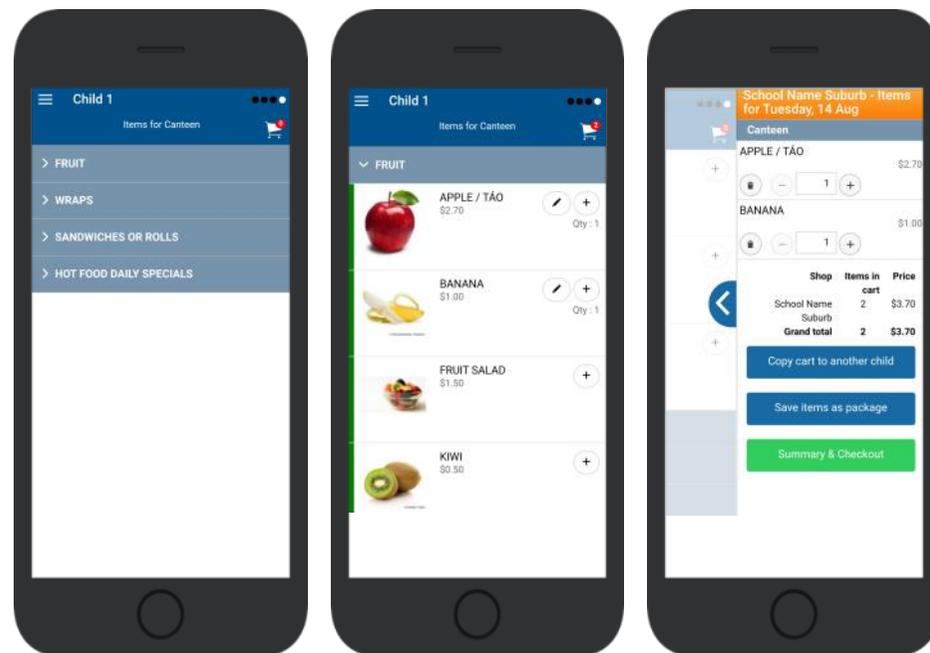
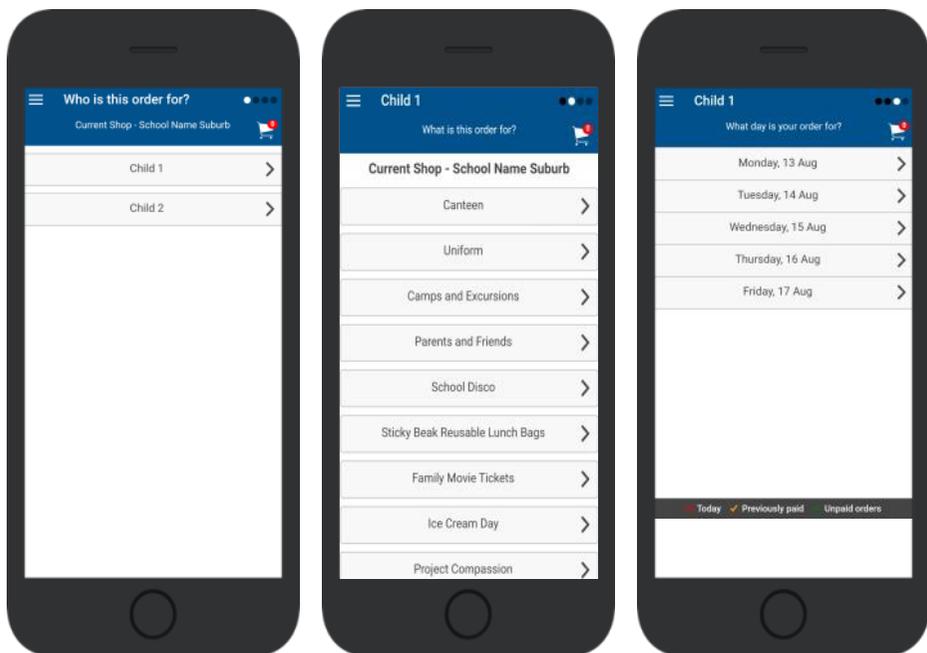


Choose Shop and Order Date

- ⇒ Select the **Child** you wish to place the order for.
- ⇒ Swiping left to right allows you to navigate between steps.
- ⇒ Choose the **SHOP** you would like to order from.
- ⇒ Choose the desired date you wish to place the order for.

Placing an Order & Checkout

- ⇒ Choose a category to order from.
- ⇒ Then select the item/s you wish to order by pressing +
- ⇒ Your shopping cart will update with each item.
- ⇒ Choosing the Shopping Cart allows you to complete purchase.
- ⇒ Select **Summary & Checkout** to make payment.



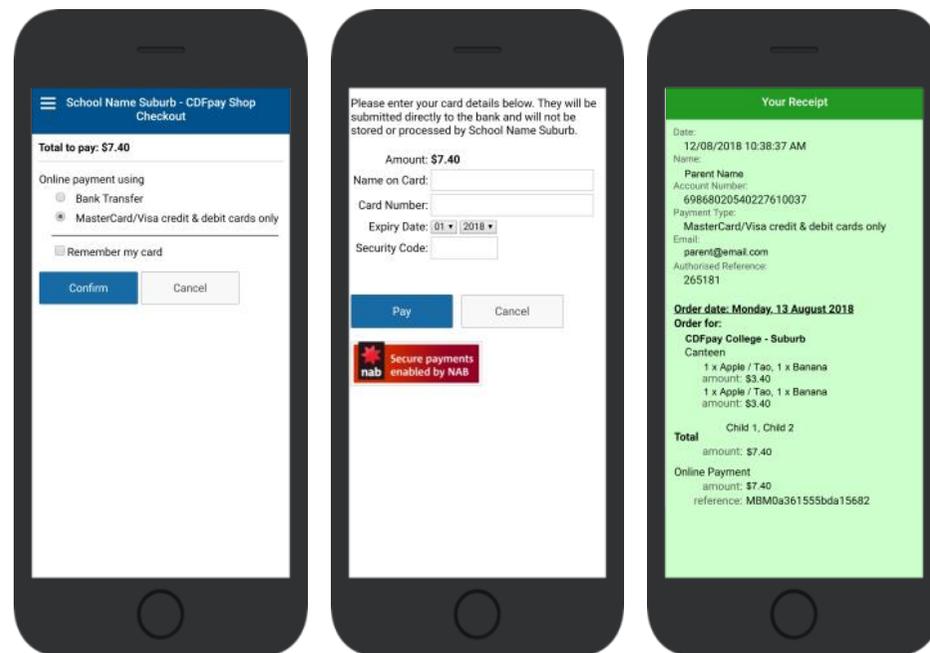
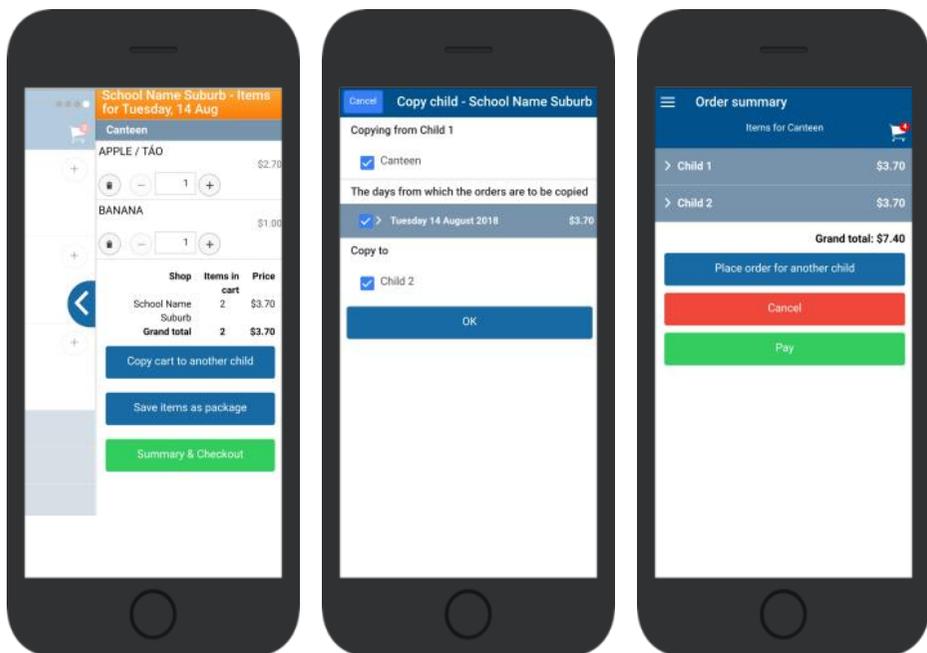


Copy Order to Another Child

- ⇒ Choose **Copy Cart to Another Child** to duplicate the order.
- ⇒ Complete the options to duplicate the order and select **OK**.
- ⇒ A summary screen is now displayed with selected orders.
- ⇒ Here you can either **Cancel** the order or complete **Payment**.

Complete Payment (Single Payment Option)

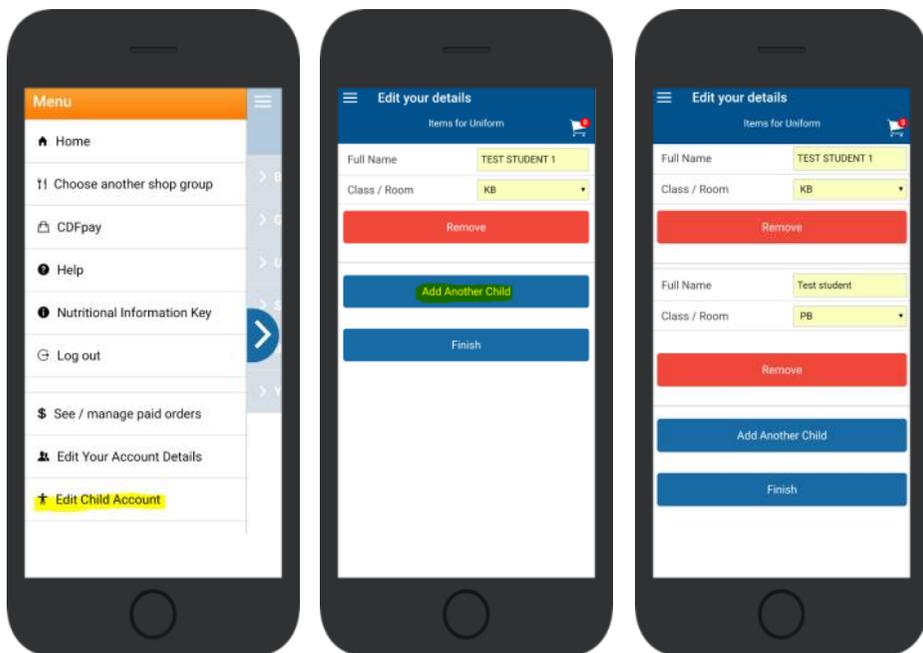
- ⇒ Choose payment method. MasterCard/Visa/Bank Transfer.
- ⇒ Enter your payment details and select **PAY**.
- ⇒ A receipt will be generated confirming purchase.
- ⇒ An email will also be sent to your specified email address.





Adding / Removing Children to your CDFpay Account

- ⇒ Tap the Menu Icon on your device. 
- ⇒ Choose **Edit Child Account**.
- ⇒ You can change/remove your current child on this screen.
- ⇒ Or choose **Add Another Child**.
- ⇒ Choose **Finish** once all children are added.



Need More Help?

- ⇒ Please email support@cdfpay.org.au if you need assistance.

