

## 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':



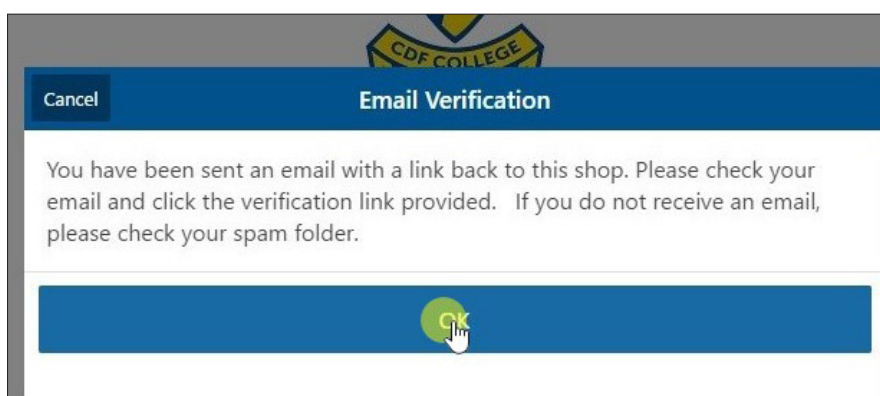
### STEP 2

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:



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### STEP 4

Click the link in the email to verify your email and navigate to the login page:

The screenshot shows a web interface for CDF College. At the top, there is a logo for CDF College. Below it, a blue header bar contains a 'Cancel' button and the text 'Email Verification Success!'. The main content area has a message: 'Thank you for verifying your email address. You may now continue by logging in using your email address and password.' Below this message is a large blue button labeled 'Log In'. A mouse cursor is pointing at the 'Log In' button.

### STEP 5

Login using your Email address and Password:

The screenshot shows a login page for CDF College. At the top, there is a logo for CDF College. Below it, a blue header bar contains a 'Cancel' button and the text 'Email & Password'. The main content area has two input fields: 'Email' with the value 'a2085070@mvrht.net' and 'Password' with masked characters '.....'. Below these fields is a checkbox labeled 'Remember me' which is checked. At the bottom, there is a large blue button labeled 'Log In' and a link labeled 'Forgot my 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.

The screenshot shows a page for adding children to a CDF College account. At the top, there is a logo for CDF College. Below it, a blue header bar contains a 'Cancel' button and the text 'Adding your children'. The main content area has two input fields: 'First and Last Name' with the value 'Jane Smith' and 'Class' with the value '1 S'. Below these fields are two large blue buttons: 'Add Another Student' and 'Continue'. A mouse cursor is pointing at the 'Add Another Student' button.

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### STEP 7

Add the other students, then press 'Continue'.

NOTE: depending on your device you may have to press 'Continue' twice.

Cancel Adding your children

Child Jane Smith added.

First and Last Name James Smith

Class 3 F

Add Another Student

Continue

### STEP 8

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

James Smith Jane Smith

Select a child

## ADDING STUDENTS TO YOUR ACCOUNT AFTER SET-UP

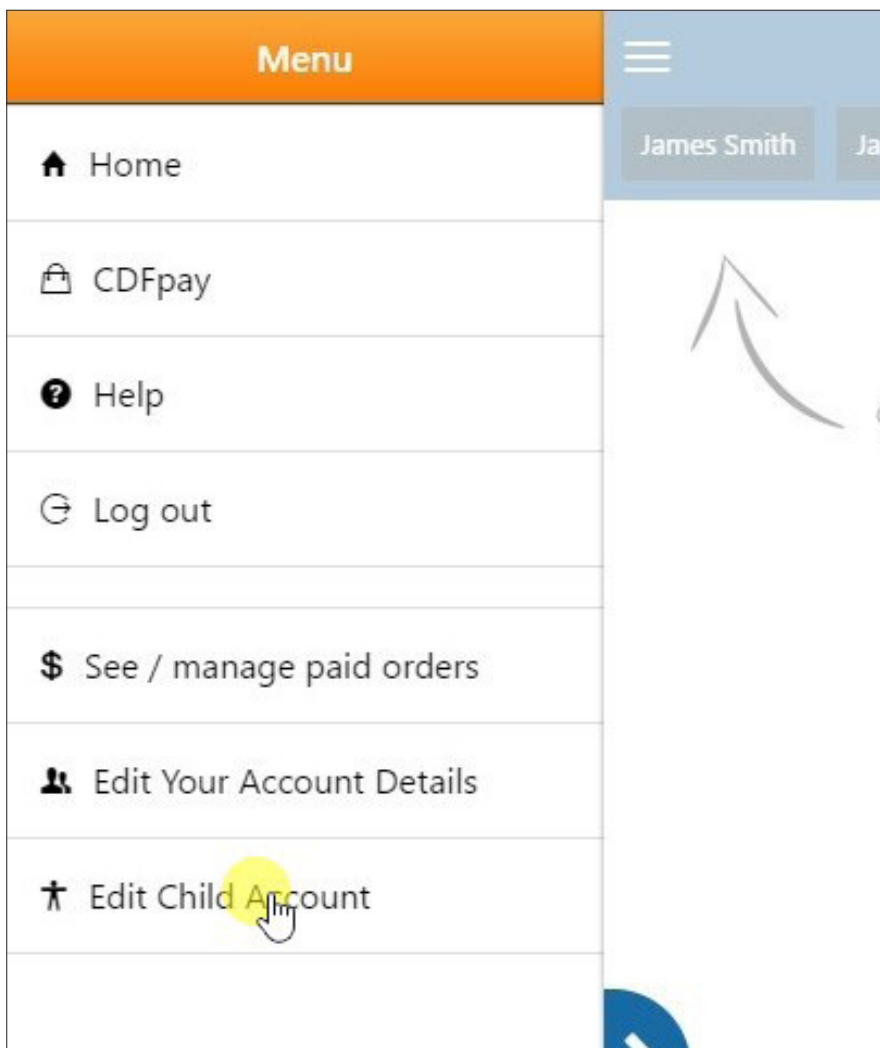
### STEP 1

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:

The screenshot shows a form titled "Children's Details" with a "Cancel" button in the top left. It lists two students:

- Student 1: First and Last Name: James Smith, Class: 3 F. Below the class is a red "Remove" button.
- Student 2: First and Last Name: Jane Smith, Class: 1 S. Below the class is a red "Remove" button.

At the bottom of the list are two blue buttons: "Add Another Student" (with a hand cursor over it) and "Finish".

### STEP 4

Click 'Finish' to finalise, then 'Cancel' to go back to ordering:

This screenshot shows the same "Children's Details" form, but with a third student added:

- Student 3: First and Last Name: Joshua Smith, Class: 4 F. Below the class is a red "Remove" button.

Below the third student is a red confirmation message: "It has been confirmed that you are the parent or guardian of Joshua Smith." Below this message is another red "Remove" button.

At the bottom of the form are the blue buttons "Add Another Student" and "Finish" (with a hand cursor over it).

## EDITING YOUR PARENT ACCOUNT DETAILS

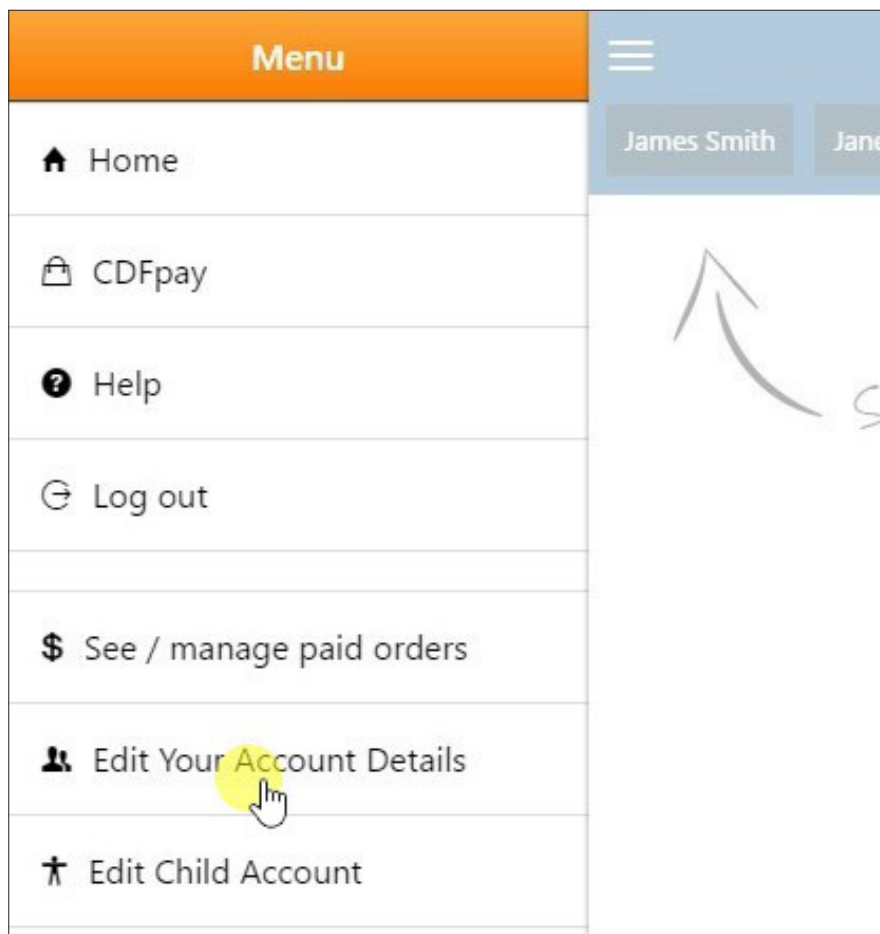
### STEP 1

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.

