**CDFpay parent instructions – PRINT**

Add the following parent instructions to physical handbooks and other print materials for parents

**CDFpay**

[INSERT SCHOOL NAME] uses CDFpay for online canteen ordering, uniform shop, events, fundraising, and over-the-counter purchases at our school.

**How to register for a CDFpay account**

1. Search ‘**CDFpay**’ on the App Store (Apple) or Google Play store, download the app, then click ‘**Sign up now**’. Alternatively, scan the QR code or enter the following link in your web browser: <https://user.cdfpay.flexischools.com.au/register>
2. Enter and confirm your email address, then click ‘**Sign up**’.
3. Check your email inbox and follow the prompts to complete your account registration (check junk/spam if lost).

After you have registered and entered your child’s details, you can:

* Add your child’s student card number to enable over-the-counter purchases.
* Top up your parent wallet (optional, you can also pay per order) and set daily spend limits for your child.
  + To avoid card surcharges, top up $50 or more using a debit card or bank transfer any value.
* Order and pay in seconds!

**Have questions?** Visit <https://flexischools.zendesk.com/hc/en-au/> for detailed FAQs or chat to the Flexischools Digital Assistant. If you cannot find what you are looking for, please complete the online Contact Form and Flexischools will get back to you directly.