**CDFpay staff instructions – PRINT**

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

**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 staff 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).

**Important:** On the ‘**Add student**’ screen:

* Enter your first and last name.
* Search and select ‘**[INSERT SCHOOL NAME]**’ under ‘**School name**’.
* Select ‘**Staff**’ under ‘**Year level**’ and ‘**Class**’.
* Add your [staff ID card number, school username or other depending on what has been enabled with Flexischools] to enable over-the-counter purchases.

Staff with children at [INSERT SCHOOL NAME] can add their children in the mobile app by clicking ‘**Profile**’ in the bottom navigation bar, then ‘**Add new**’ next to ‘**Students**’ on the Profile page.

Now you are ready to start ordering!

Note: You can avoid card surcharges by topping up your parent wallet $50 or more using a debit card or bank transferring any value.

**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.