**CDFpay parent announcement**

Send the following email/announcement to parents via email, newsletter or your main form of parent communication

**Introducing CDFpay for simple, convenient online ordering**

A hand holding a phone

Description automatically generated [INSERT SCHOOL NAME] will be using CDFpay for online canteen ordering, uniform shop, events, fundraising, and over-the-counter purchases at our school from [the start of Term X or Monday DD Month YYYY].

**How to register for a CDFpay account**

1. Download the CDFpay app on the [Apple](https://apps.apple.com/app/cdfpay/id6651832522) or [Google](https://play.google.com/store/apps/details?id=com.cdfpay) store, then click ‘**Sign up now**’.  
   **No app?** [Register here](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](https://flexischools.zendesk.com/hc/en-au/articles/8621993621017-How-do-I-link-a-student-card) to enable over-the-counter purchases.

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| --- | --- |
| **Student name** | **Student card number** |
| Mail merge | Mail merge |

* 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 the CDFpay powered by Flexischools [Help & Support](https://flexischools.zendesk.com/hc/en-au/) page 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](https://flexischools.zendesk.com/hc/en-au/requests/new) and Flexischools will get back to you directly.