**CDFpay staff instructions – DIGITAL**

Add the following staff instructions to online handbooks, staff portals, etc.

**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. Download the CDFpay mobile 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).

**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 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.