

Our Lady of the Way uses CDFpay for online school fees, lunch order 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!

How do I link school fees in CDFpay?

If your school fees don't automatically link to your CDFpay account, you will see 'Setup required' underneath the 'School fees' tile on the home page in CDFpay.

To **manually link** school fees in CDFpay:

1. Click on the 'School fees' tile on the home page.
2. Click 'Link school fees' on the 'My fees' page.
3. Enter your fee statement account code (Debtor ID), then click 'Next'.
4. Check the email address to send the verification code is known. The verification code is sent to the primary email address the school has on file to send out fee statements.
   a. If correct, click 'Send verification code'.
   b. If the email address is unknown or you no longer have access to this email address, please contact the school to update the primary email address the school has on file to send out fee statements. You will be able to try this process again the day after the school has updated the email address in their system.

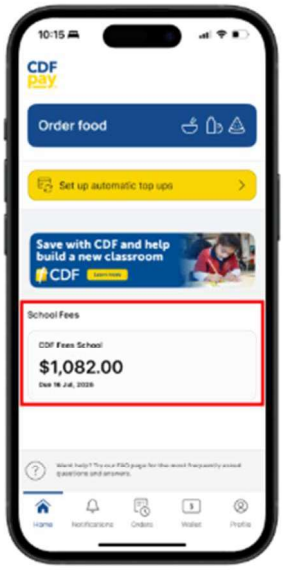
      Additionally, if the email address is known but it is different to the email address that you are trying to register with, you can request the verification code from the email account owner.

Reminder: Only one parent or guardian per fee statement account code (Debtor ID) can link and manage school fees in CDFpay.

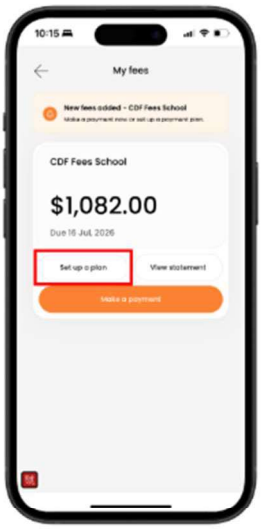
How do I set up a school fee payment plan in CDFpay?

To set up a plan in CDFpay:

1. Click on the '**School fees**' tile on the home page.



2. Click '**Set up a plan**' on the '*My fees*' page.



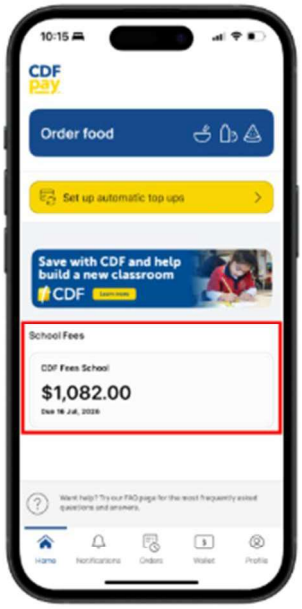
3. Select a **start date**.
4. Select a **payment frequency.**
5. **Add** payment method.
6. Click '**Next**'.
7. Review your plan details, then click **'Activate plan'.**

Tip: *You can review scheduled plan payments on the* 'My fees' *page in CDFpay under* 'Manage plan'.

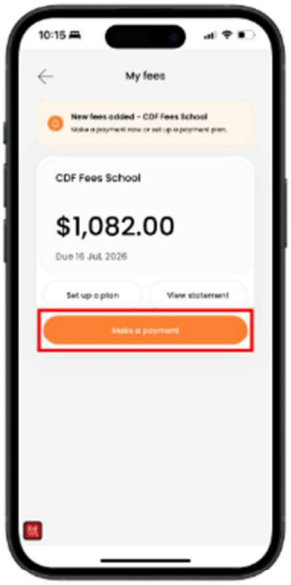
How do I make a school fee payment in CDFpay?

To make a payment in CDFpay:

1. Click on the '**School fees**' tile on the home page.



2. Click '**Make a payment**' on the '**My fees**' page.



3. Select a *payment date.*
4. Confirm payment amount.
5. Add payment method.
6. Click '**Next**'.
7. Review your payment details, then click '**Pay** [confirmed payment amount]'.

Tip: *You can view pending/scheduled payment details on the 'My fees' page in CDFpay under 'View statement' > 'Payments'.*