# NEW PARENT GUIDE: Loyola College

## Adding Icon to Apple iPhone

⇒ Browse to **https://shop.loyola.vic.edu.au/** in Safari.

⇒ Or scan QR Code using your phone camera to browse to URL.

⇒ In Safari tap the **BOOKMARK ICON**.

⇒ Choose the **ADD TO HOMESCREEN** icon.

⇒ You can then place the icon on your desired **screen**.

## Adding Icon to Android Phone

⇒ Browse to **https://shop.loyola.vic.edu.au/** in Chrome.

⇒ Or scan QR Code using your phone camera to browse to URL.

⇒ In Chrome tap the Menu option

⇒ Choose the **ADD TO HOMESCREEN** icon.

⇒ You can then place the icon on your desired screen.
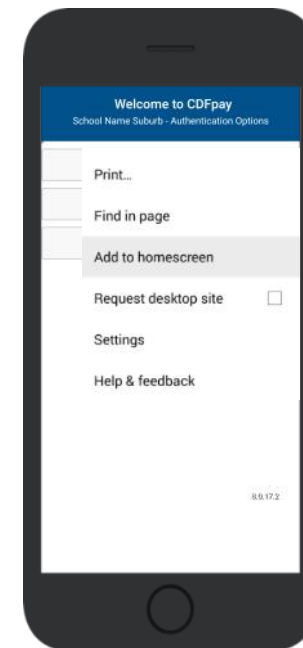
**Log in to your CDFpay Account**

⇒ Browse to **https://shop.loyola.vic.edu.au/**

⇒ Select **Email/Password.**

⇒ Enter your full **Email and Password** provided in the welcome email

⇒ Choose **Log in**

**Navigate to the Online Store**

⇒ Select the Menu Icon in the top left

⇒ Choose **Loyola College—Shop** from the selection
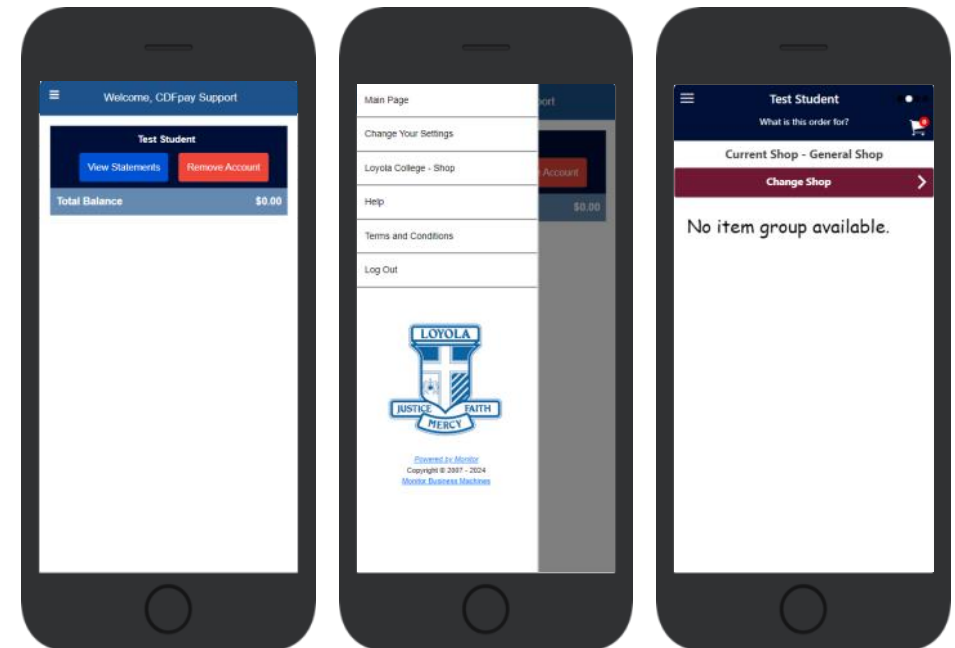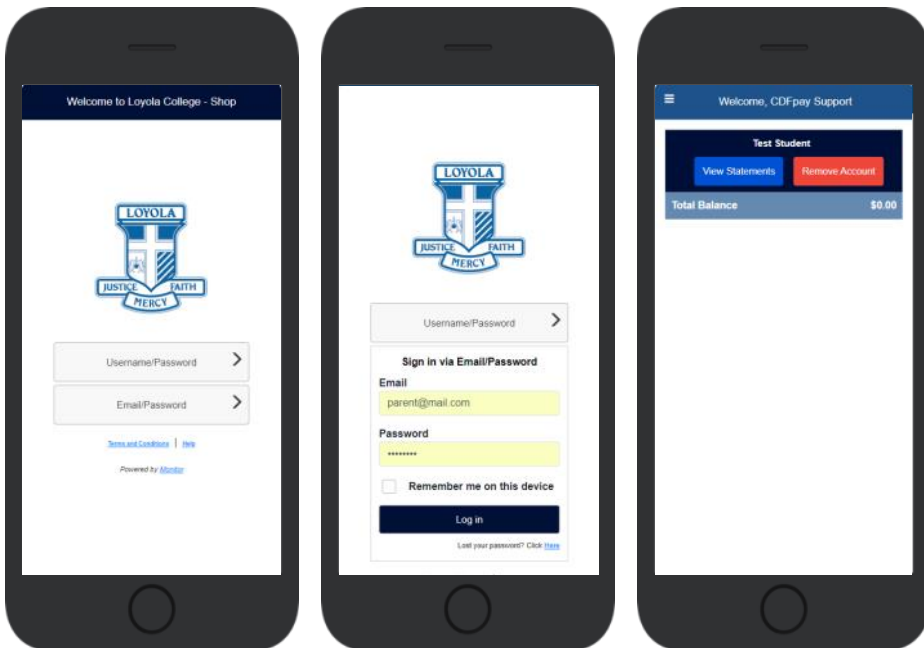
## Choose Shop and Order Date

⇒ Select the **Child** you wish to place the order for.

⇒ Swiping left to right allows you to navigate between steps.

⇒ Choose the **SHOP** you would like to order from.

⇒ Choose the desired date you wish to place the order for.

## Placing an Order & Checkout

⇒ Choose a category to order from.

⇒ Then select the item/s you wish to order by pressing **+**

⇒ Your shopping cart will update with each item.

⇒ Choosing the Shopping Cart allows you to complete purchase.

⇒ Select **Summary & Checkout** to make payment.
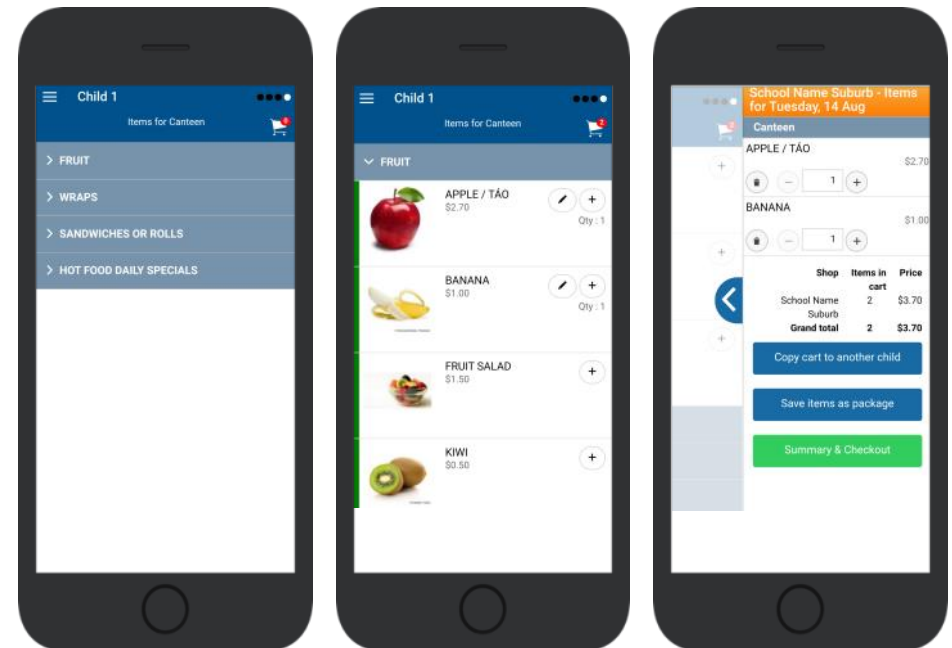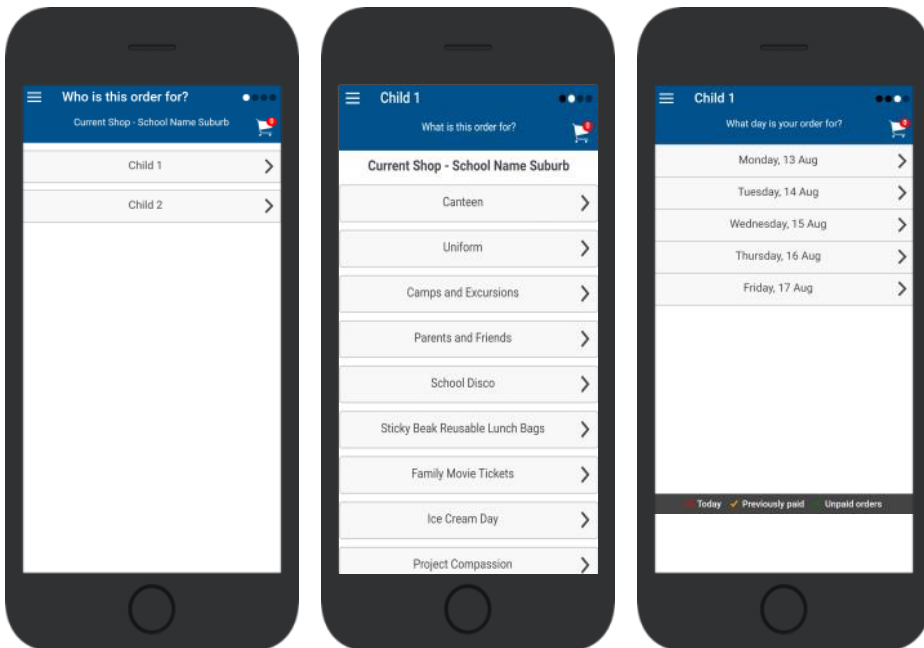
## Copy Order to Another Child
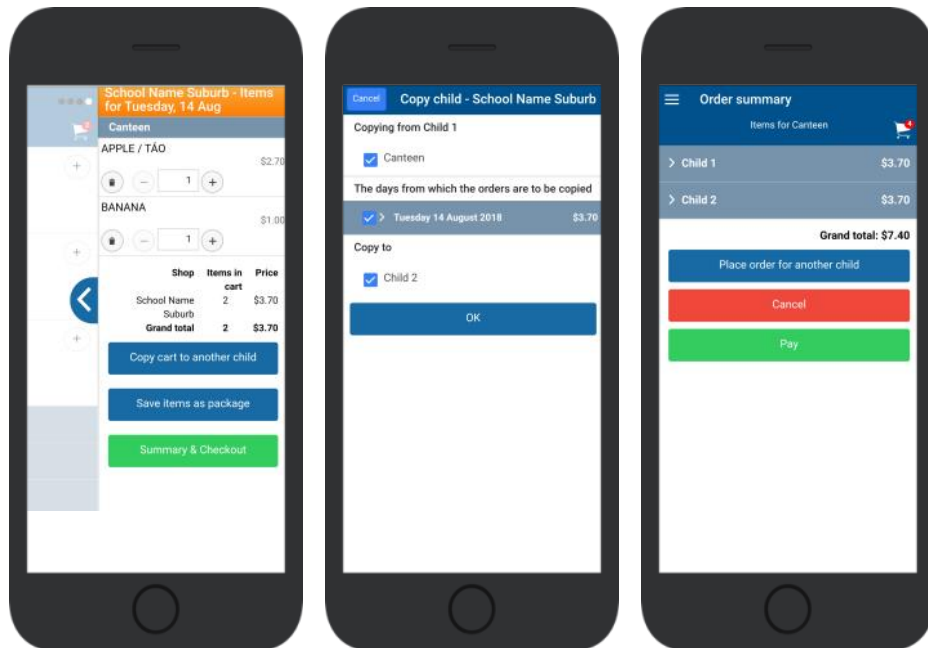
⇒ Choose **Copy Cart to Another Child** to duplicate the order.

⇒ Complete the options to duplicate the order and select **OK.**

⇒ A summary screen is now displayed with selected orders.

⇒ Here you can either **Cancel** the order or complete **Payment**.

## Complete Payment (Single Payment Option)

⇒ Choose payment method. MasterCard/Visa/Bank Transfer.

⇒ Enter your payment details and select **PAY**.

⇒ A receipt will be generated confirming purchase.

⇒ An email will also be sent to your specified email address.
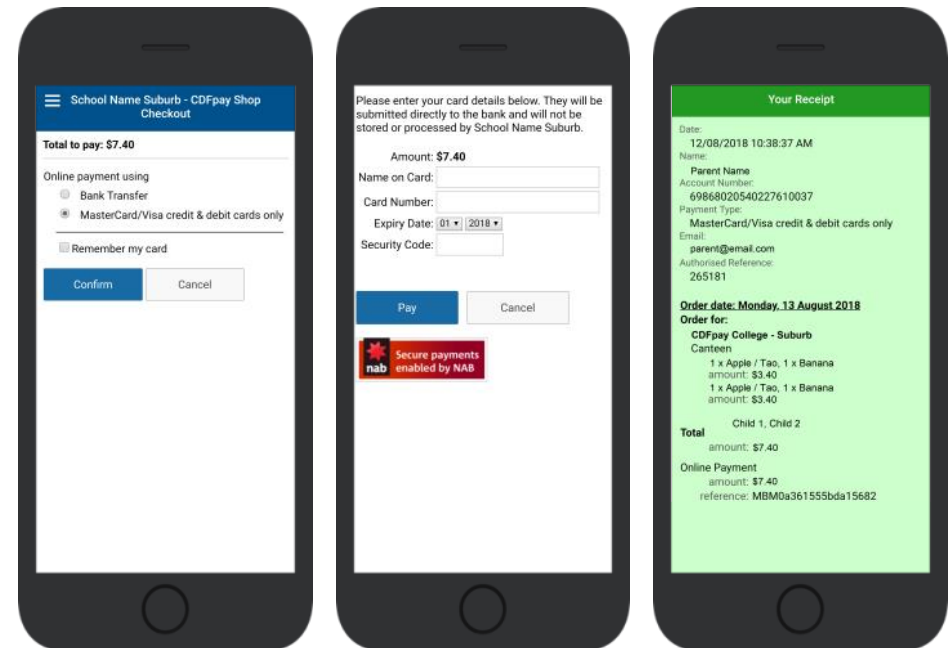
## Need More Help?

⇒ Please email **support@cdfpay.org.au** if you need assistance.

# Use our Online Store
Any device, any time!

**CDF pay**

## How to get started

| Log onto online system | Select child or parent | Choose an item group | Select a Date | Review order and pay online |

## Say hello to a cash-free solution

Visit **https://shop.loyola.vic.edu.au/** or
scan the QR code below to order online today!

**SCAN ME**

LOYOLA

JUSTICE  FAITH

MERCY