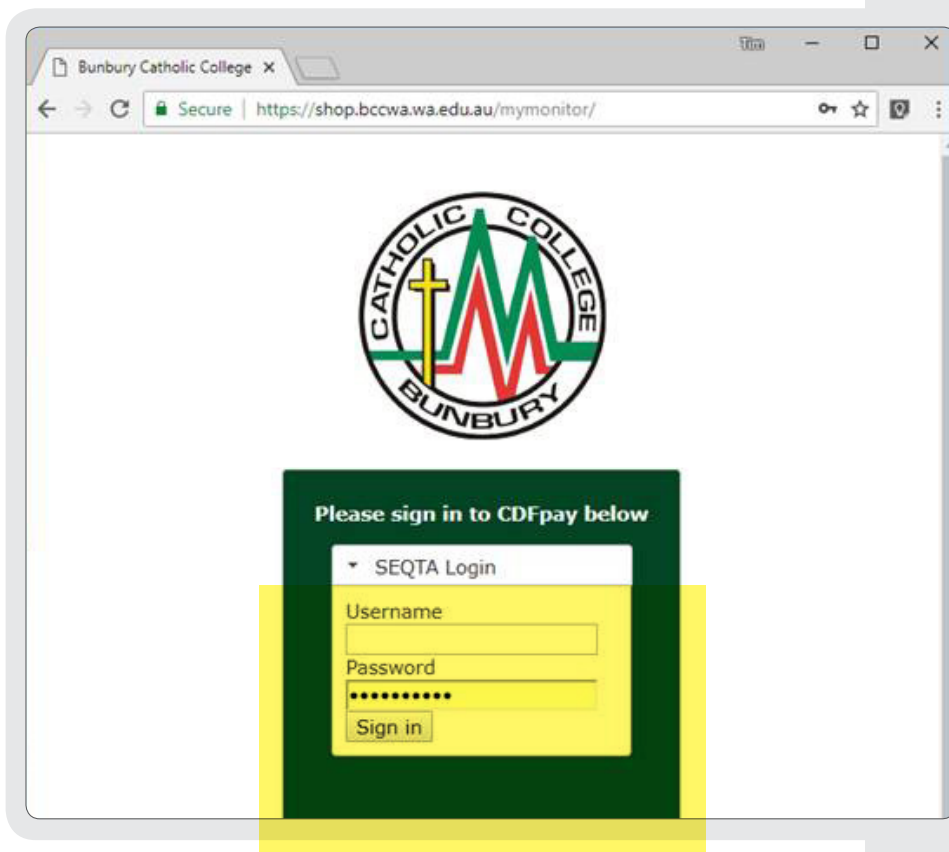


How to log into CDFpay at Bunbury Catholic College:

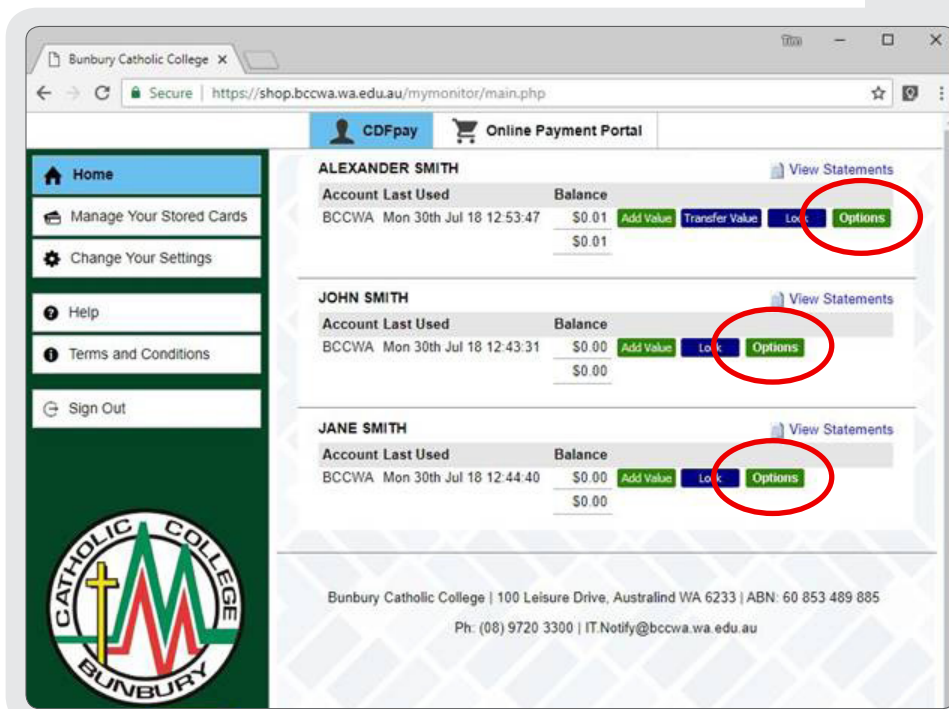


1

Browse to <https://shop.bccwa.wa.edu.au/>
OR follow the link to CDFpay from the school's homepage www.bunburycatholic.wa.edu.au

2

Log into CDFpay using your SEQTA username and password.

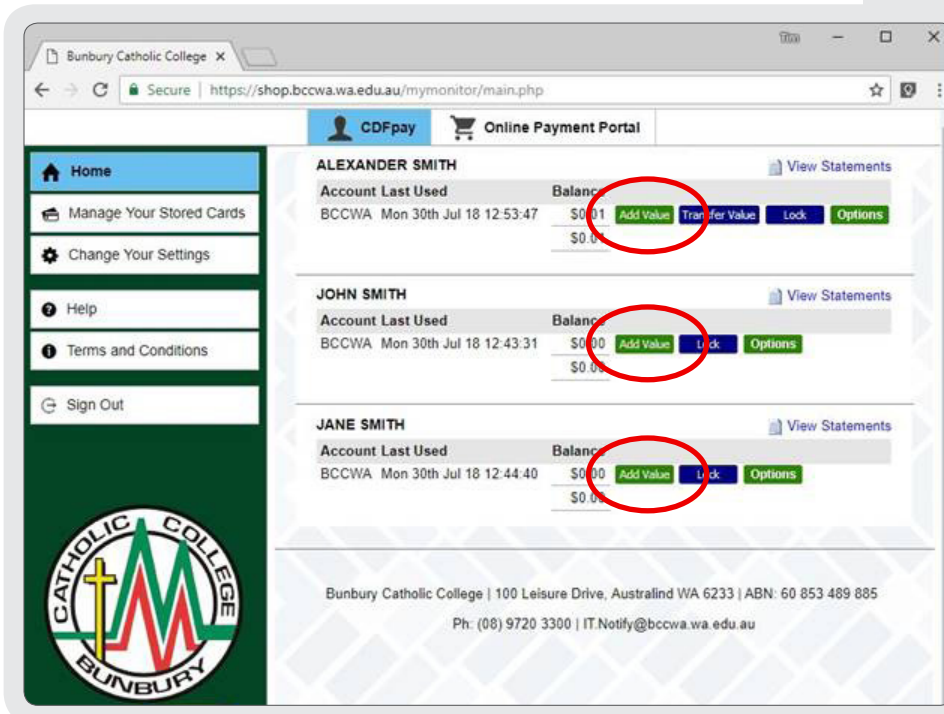


3

Here you can see your parent account and linked student accounts. You can generate statements for any linked account at any time, to monitor activity. Card spending limits, automatic top ups and balance notifications can be set up by clicking the green 'options' button next to the account.

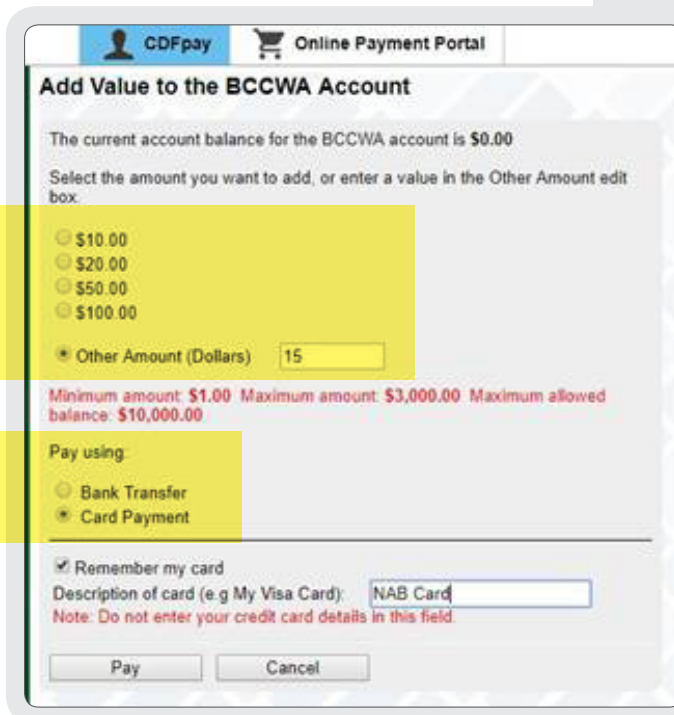


How to top up a student card:



1

From the accounts page. Select the green 'Add Value' button.



2

Select the top up amount and payment method. For credit card top ups, CDFpay can store your card for later use.



How to top up a student card: (continued)

CDFpay Online Payment Portal

Please enter your card details below. They will be submitted directly to the bank and will not be stored or processed by Bunbury Catholic College.

Amount: \$15.00

Name on Card:

Card Number:

Expiry Date: 01 18

Security Code:

Pay Cancel

nab Secure payments enabled by NAB

3

Fill out the Card details and click 'Pay'. You will receive a receipt via email for the top up.

CDFpay Online Payment Portal

ALEXANDER SMITH		View Statements	
Account Last Used	Balance		
BCCWA Mon 30th Jul 18 13:14:09	\$0.01	Add Value	Transfer Value Lock Options
	\$0.01		

JOHN SMITH		View Statements	
Account Last Used	Balance		
BCCWA Mon 30th Jul 18 13:16:51	\$15.00	Add Value	Transfer Value Lock Options
	\$15.00		

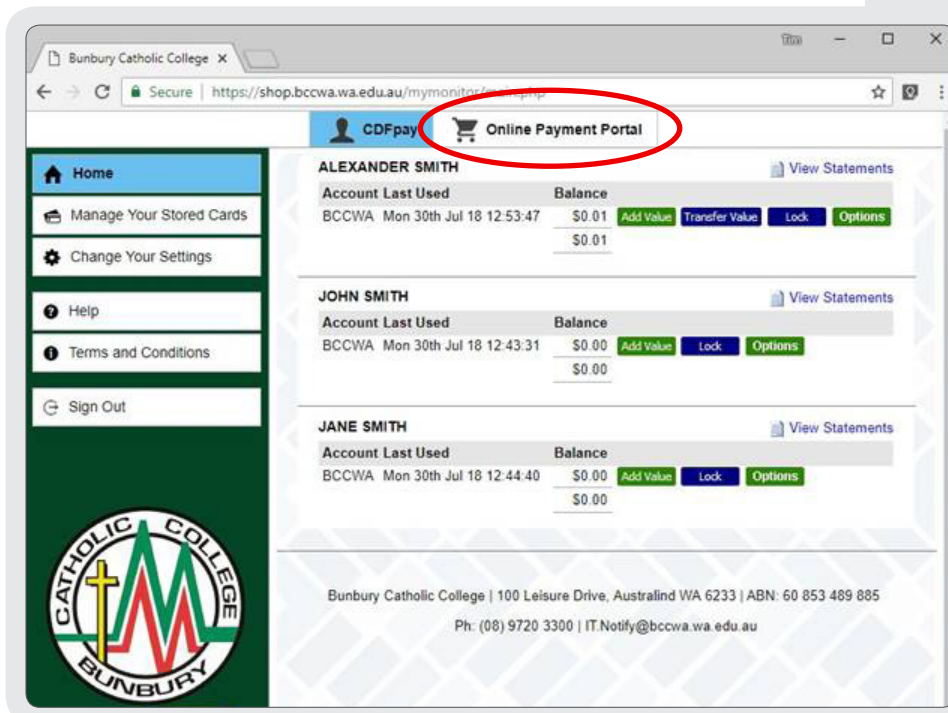
JANE SMITH		View Statements	
Account Last Used	Balance		
BCCWA Mon 30th Jul 18 12:44:40	\$0.00	Add Value	Lock Options
	\$0.00		

4

You will be returned to the accounts page where you can view the new balance.

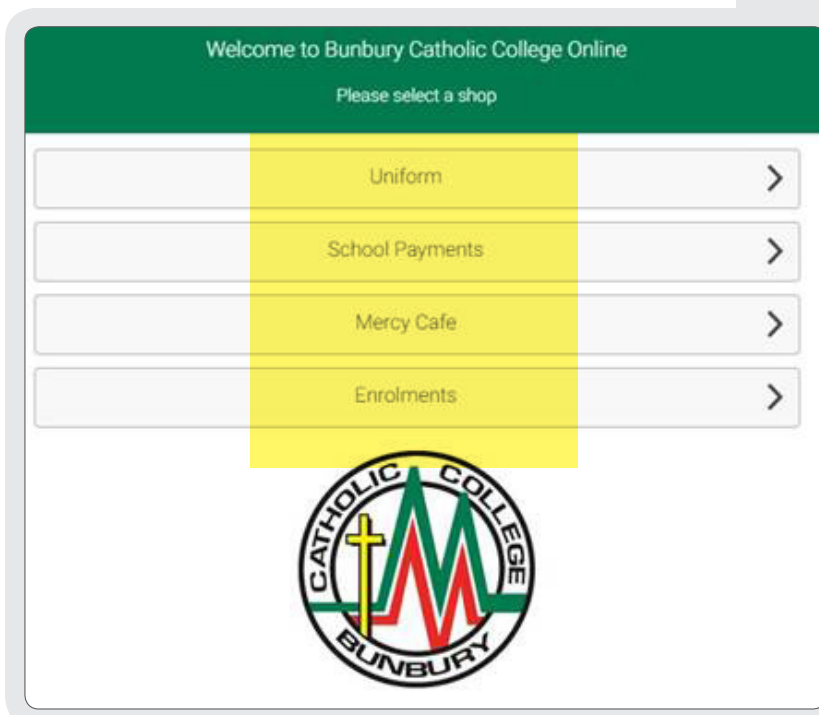


How to access Online Payments and Ordering:



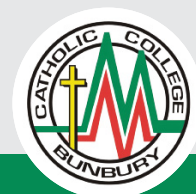
1

From the Accounts page. Click the 'Online Payment Portal' button from the top of the page



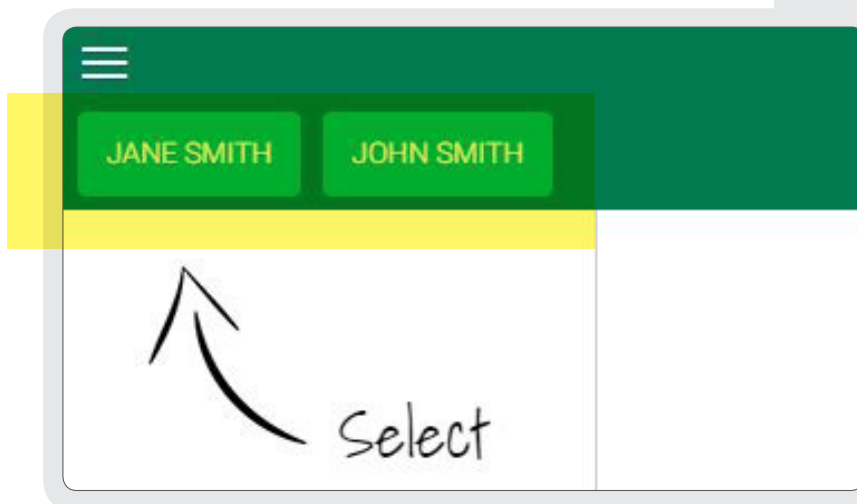
2

Select a Shop from the list.



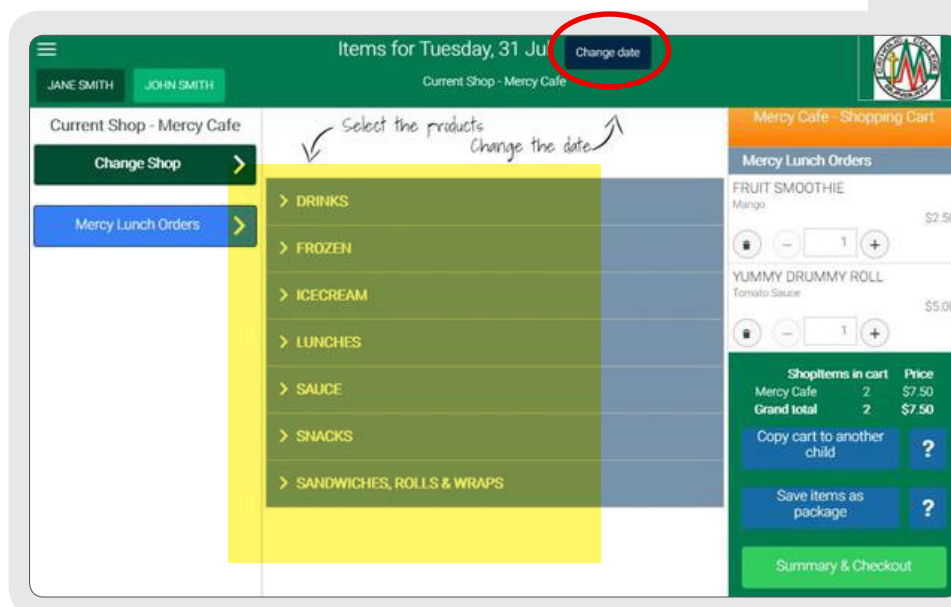
How to access Online Payments and Ordering:

(continued)



3

Select your student from the list (if you only have one student you can skip this).



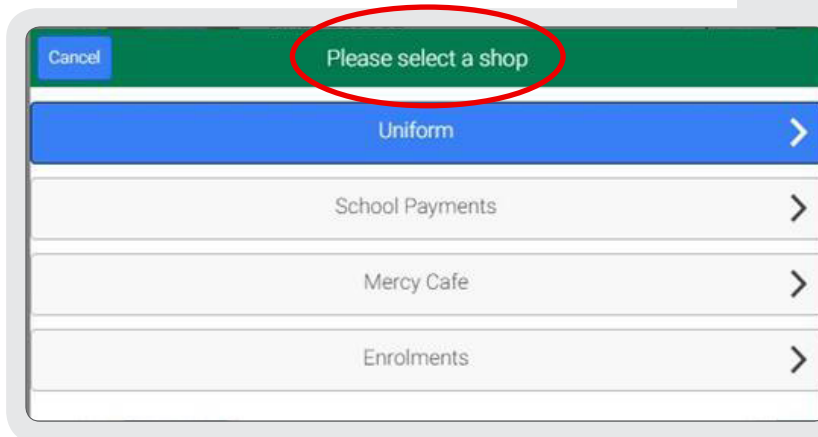
4

For Food orders (Mercy Café or Marist Canteen), select the dates and food options from the list.



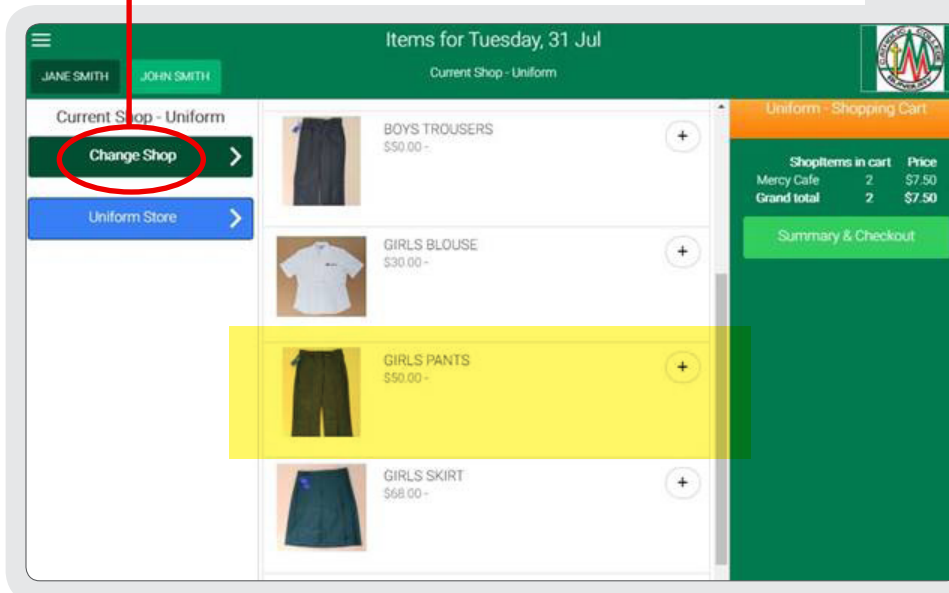
How to access Online Payments and Ordering:

(continued)



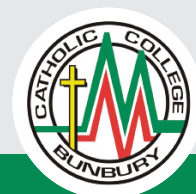
5

You can choose to change shop at any time by pressing the dark green 'Change Shop' button.



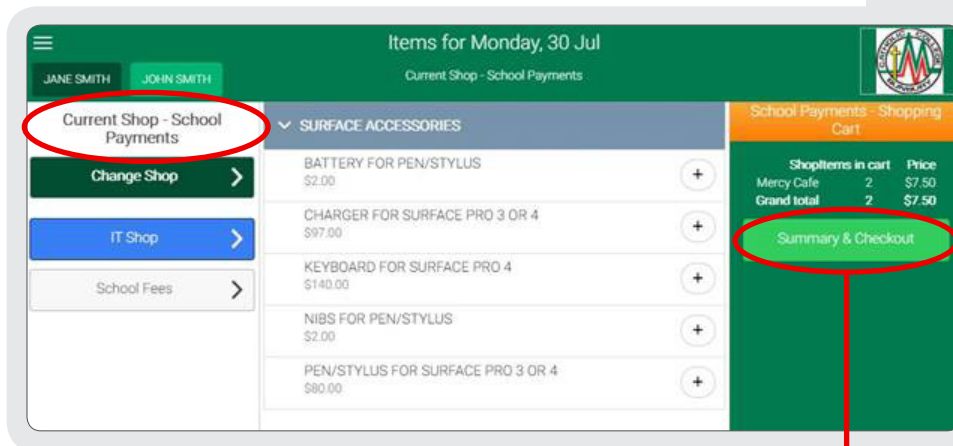
6

For Uniform orders, select the items and sizes required.



How to access Online Payments and Ordering:

(continued)

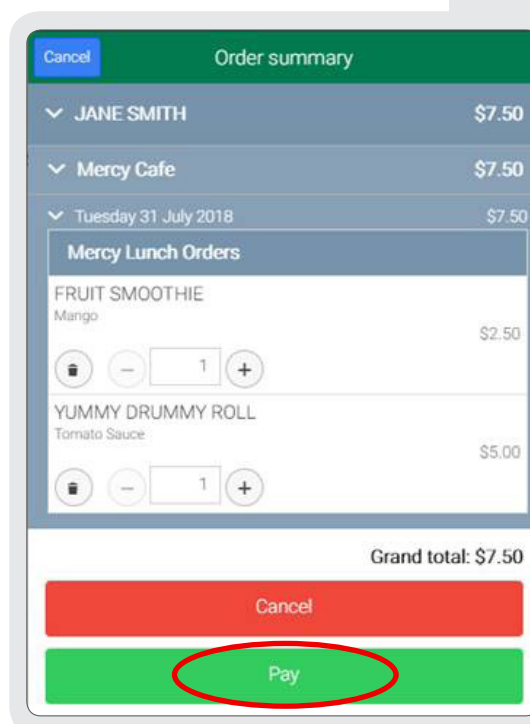


7

To order from IT, select 'School Payments' Shop. After payment is complete, your student can pick up the items from IT at either campus. **Please make sure to bring the Student ID card when picking up IT purchases.**

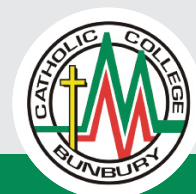
8

Click the 'Summary & Checkout' button when you are ready to pay.

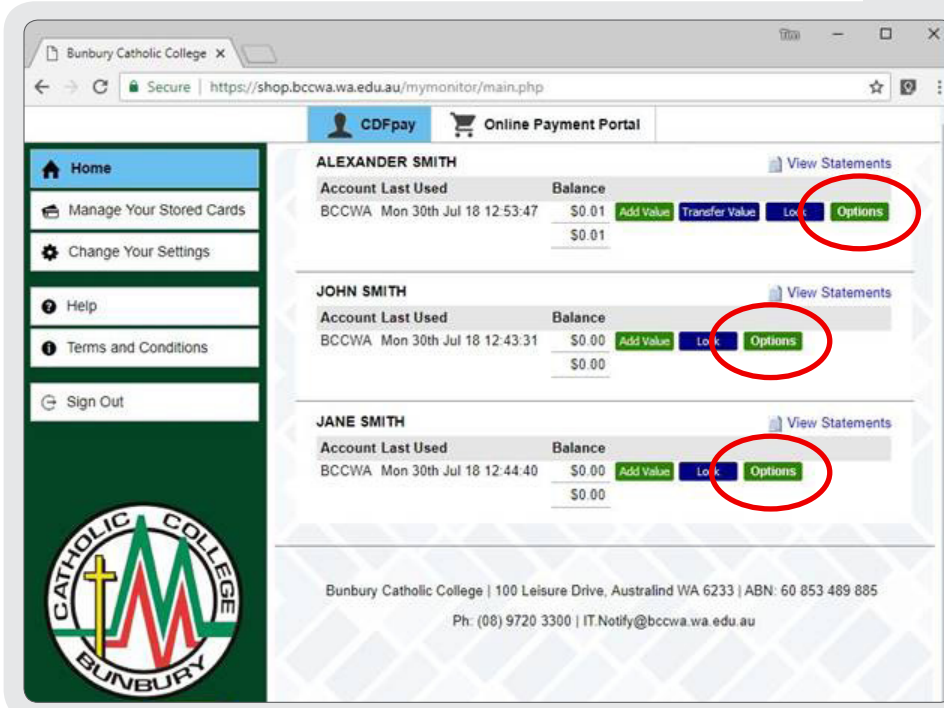


9

When you click 'Pay' you will be taken to the payment options page where you can pay using a Credit Card, Bank Transfer EFT or any existing balance.

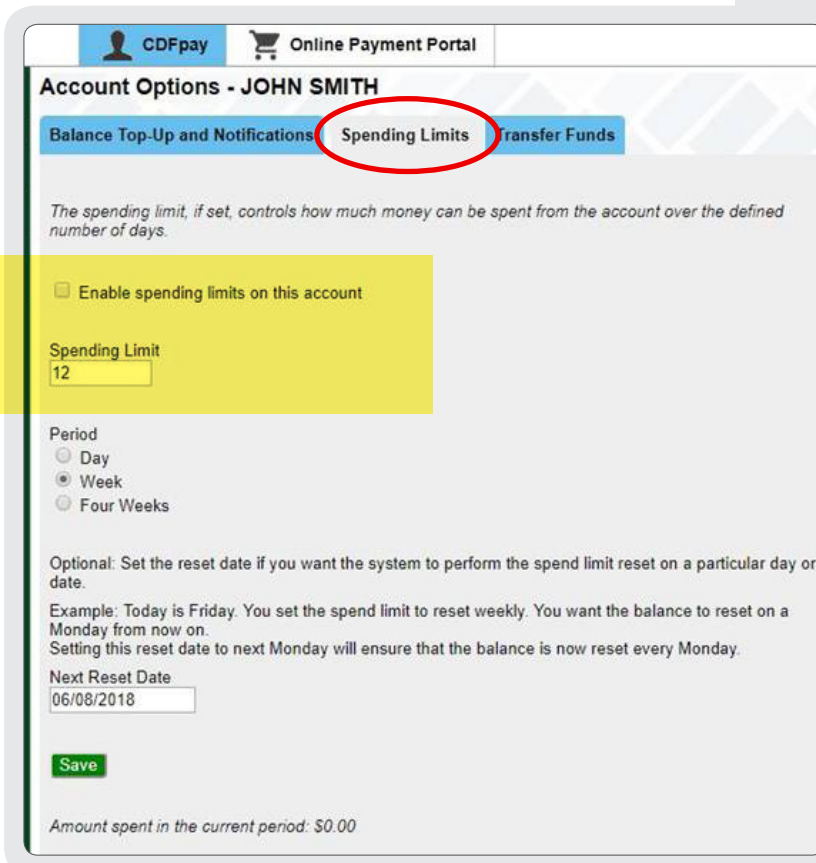


How to set Student Card Spending limit:



1

From the Accounts page, select the green 'options' button next to the Student account you'd like to apply the spending limit too.



2

Select the 'Spending Limits' tab and fill out the details as shown. Please make sure to set the 'Next reset date' as the upcoming day that you'd like the spend limit to reset on. For example, if you would like a weekly spend limit Monday to Friday, please reset the spend limit on the upcoming weekend. This page also shows the amount spend in the current spend period.



How to set Student Card Spending limit:

(continued)

CDFpay Online Payment Portal

Account Options - JOHN SMITH

Balance Top-Up and Notifications | Spending Limits | Transfer Funds

The spending limit, if set, controls how much money can be spent from the account over the defined number of days.

Enable spending limits on this account

Spending Limit
12

Period
 Day
 Week
 Four Weeks

Optional: Set the reset date if you want the system to perform the spend limit reset on a particular day or date.
Example: Today is Friday. You set the spend limit to reset weekly. You want the balance to reset on a Monday from now on. Setting this reset date to next Monday will ensure that the balance is now reset every Monday.

Next Reset Date
06/08/2018

Save

Amount spent in the current period: \$0.00

3

Click **Save** to save your new spending limit settings.

CDFpay Online Payment Portal

Success

i The spending limit details have been changed.

OK

