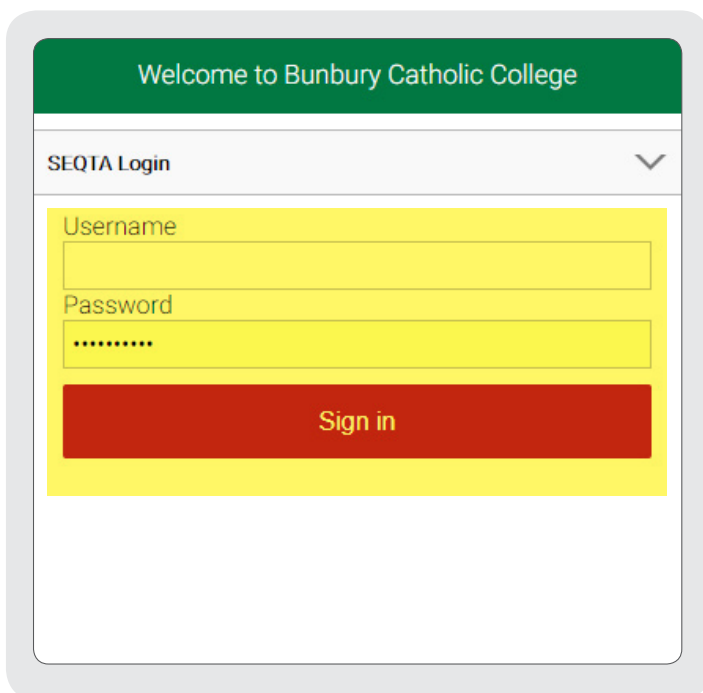


How to log into CDFpay at Bunbury Catholic College:



Welcome to Bunbury Catholic College

SEQTA Login

Username

Password

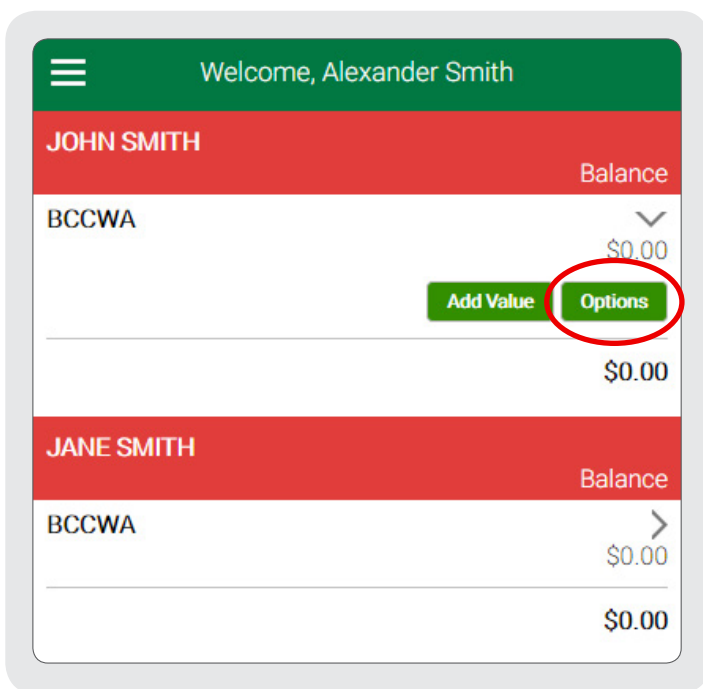
Sign in

1

On your Mobile device, 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**.



Welcome, Alexander Smith

JOHN SMITH Balance

BCCWA \$0.00

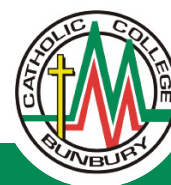
Add Value Options

JANE SMITH Balance

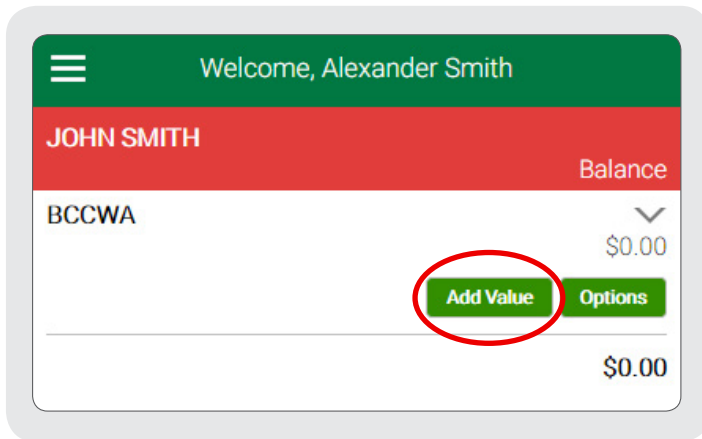
BCCWA \$0.00

3

Here you can see your parent account and linked student accounts. You can set 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:



Welcome, Alexander Smith

JOHN SMITH Balance

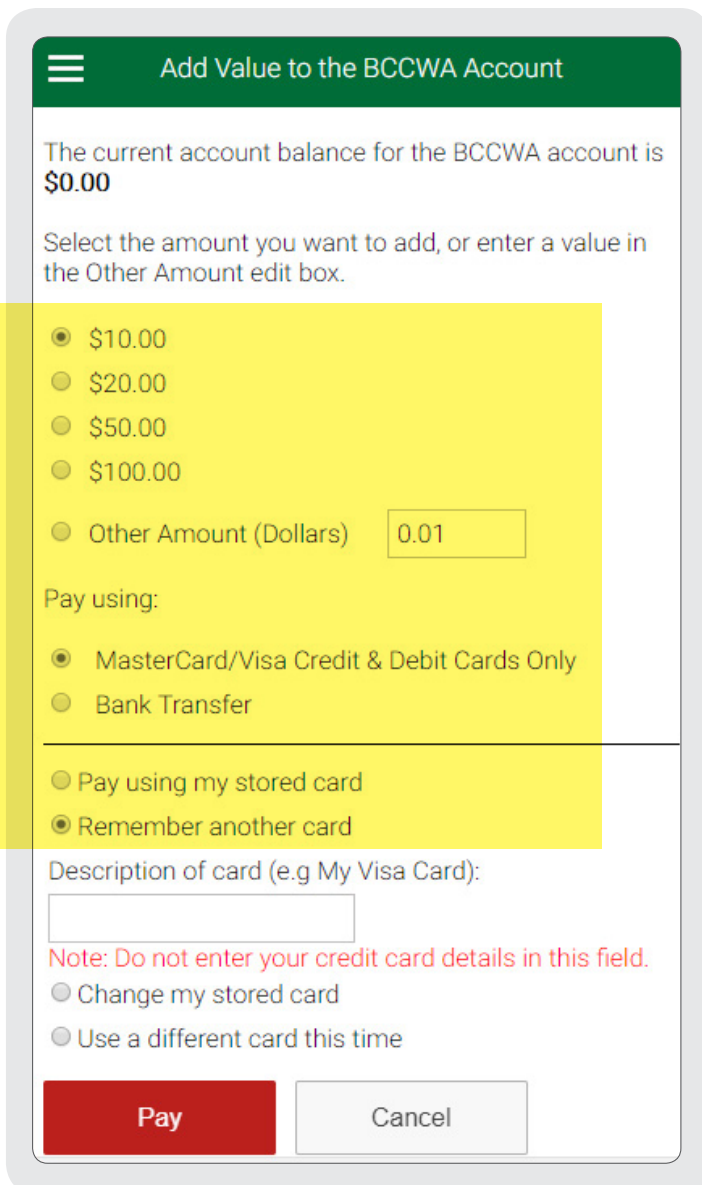
BCCWA \$0.00

Add Value Options

\$0.00

1

From the accounts page, expand the account and click 'Add Value'.



Add Value to the BCCWA Account

The current account balance for the BCCWA account is **\$0.00**

Select the amount you want to add, or enter a value in the Other Amount edit box.

- \$10.00
- \$20.00
- \$50.00
- \$100.00
- Other Amount (Dollars)

Pay using:

- MasterCard/Visa Credit & Debit Cards Only
- Bank Transfer

- Pay using my stored card
- Remember another card

Description of card (e.g My Visa Card):

Note: Do not enter your credit card details in this field.

- Change my stored card
- Use a different card this time

Pay Cancel

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)

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: \$10.00

Name on Card:

Card Number:

Expiry Date: 01 ▼ 2018 ▼

Security Code:

Pay

Cancel



3

Enter your card details and hit the **Pay** button. You will receive an email receipt for the top up.



Welcome, Alexander Smith

JOHN SMITH

Balance

BCCWA

\$10.00

\$10.00

JANE SMITH

Balance

BCCWA

\$0.00

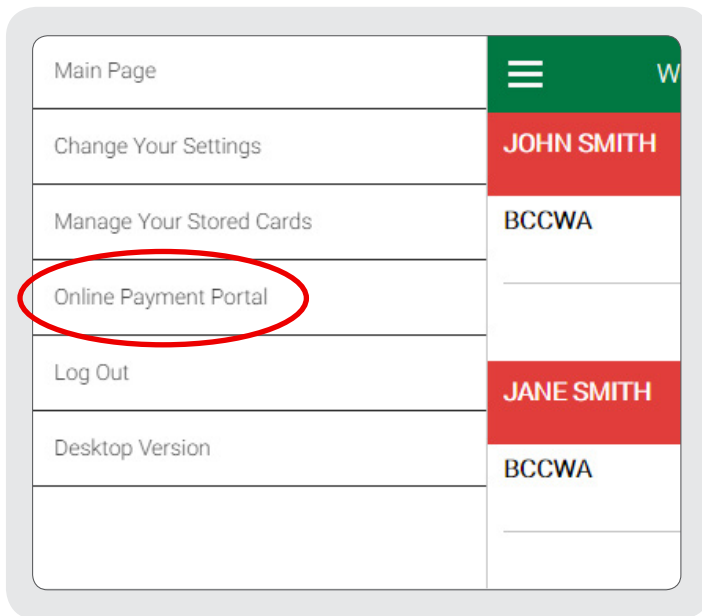
\$0.00

4

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



How to access Online Payments and Ordering:

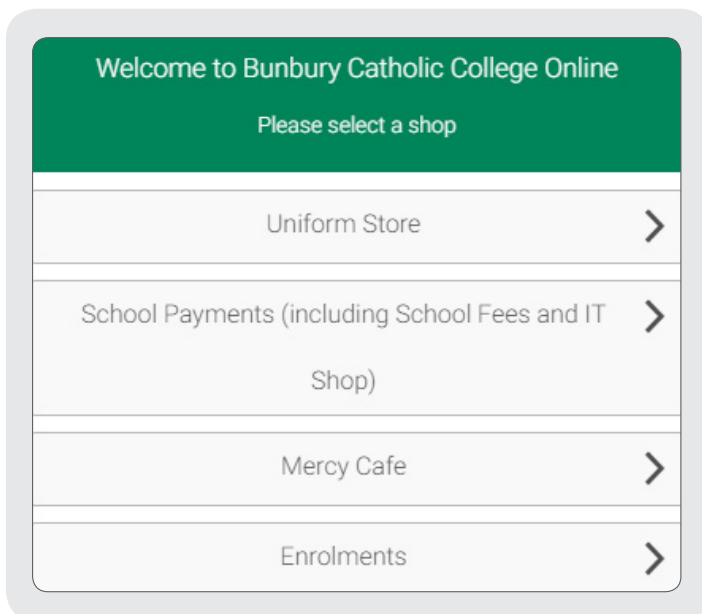


1

Open the menu by pressing the '3 lines button' in the top left corner.

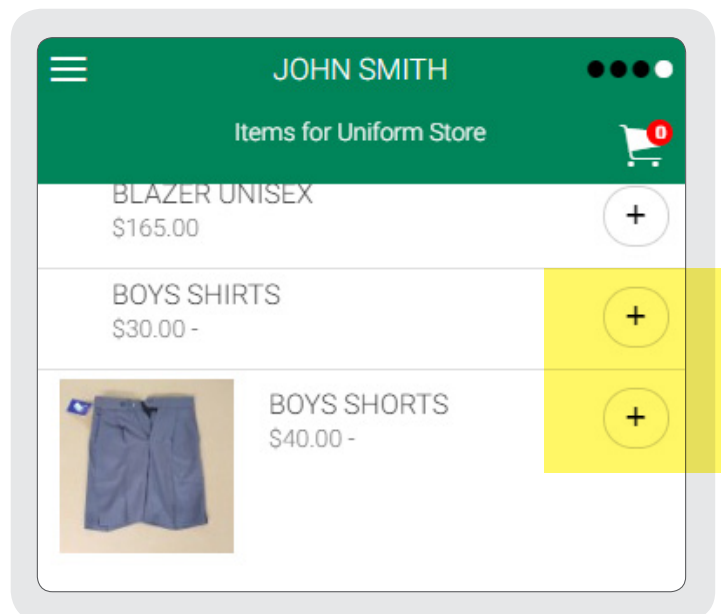
2

Select the option for 'Online Payment Portal'.



3

Select the shop you would like to purchase from.



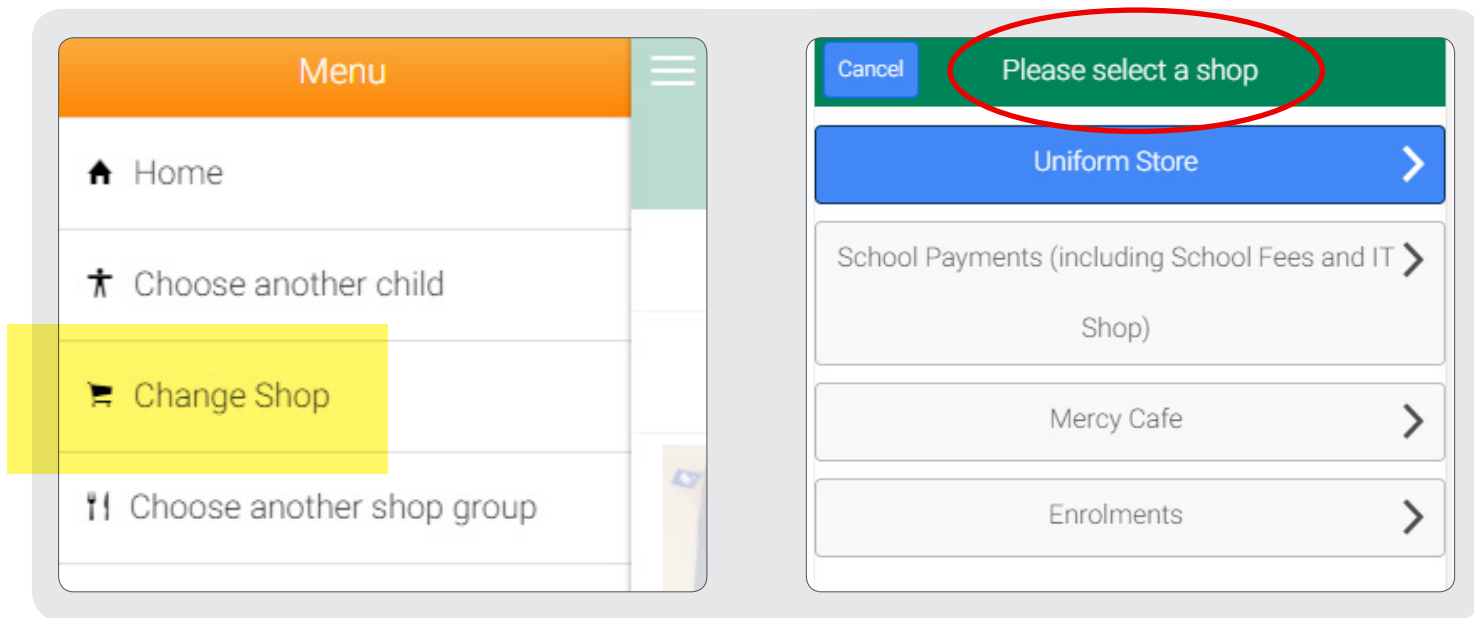
4

Follow the prompts to add items to your cart. Swipe left and right to navigate the store.

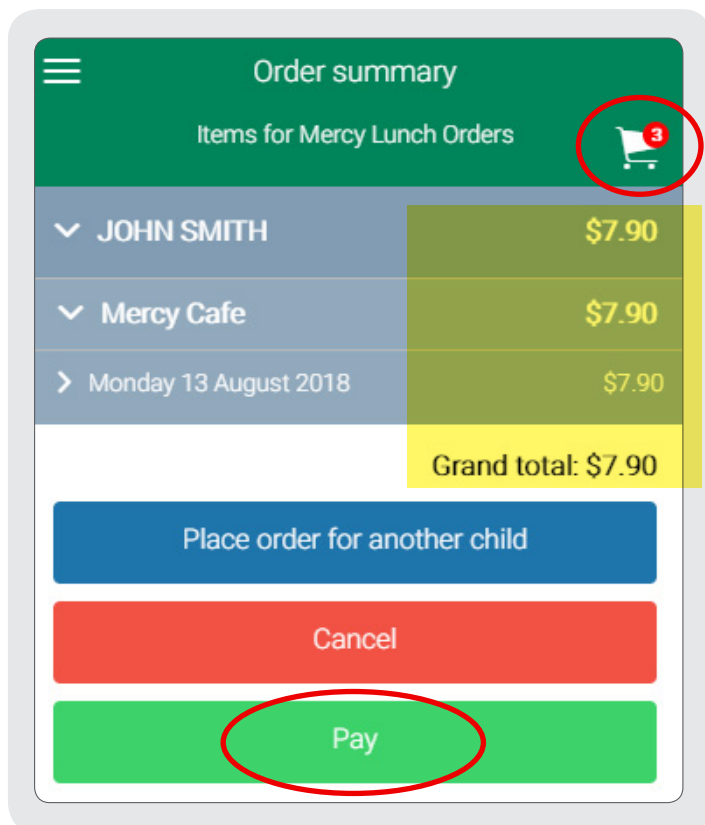


How to access Online Payments and Ordering:

(continued)



5 To change shop, open the menu with the '3 Lines button' in the top left.



6 You can pay for multiple purchases in one check out.

7 To check out, click the **shopping cart** icon in the top right of the screen. Click **pay** to be taken through the payment process. You will receive a receipt via email for the purchases.



How to set Student Card Spending limit:

Welcome, Alexander Smith

JOHN SMITH Balance

BCCWA \$10.00

[Add Value](#) [Transfer Value](#) [Options](#)

\$10.00

1

From the Accounts page, expand the account and select the green 'options' button.

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

12.00

Period

Day

Week

Four Weeks

2

Select the 'Spending Limits' option at the top of the screen and tick the box to enable the function.

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

Be sure to set the spend limit period and check that the 'Next Reset Date' is suitable. Click **save** to apply your new spending limit settings.

