Quickstart Guide
How to place an order…
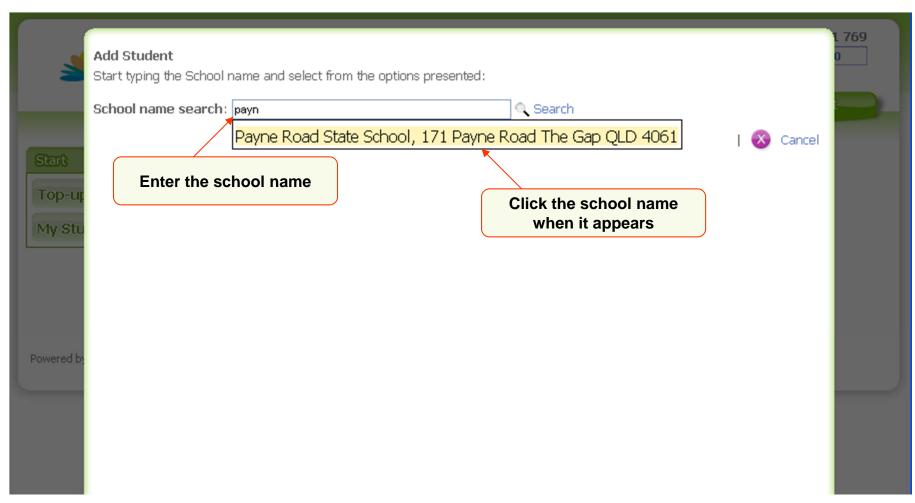
Step 1 – Enter your username and password

Step 2 – Add a student

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Step 3 – Add Student: Enter the school

Add Student

Start typing the School name and select from the options presented:

School name search: payn 🔍 Search

Payne Road State School, 171 Payne Road The Gap QLD 4061 | ✖ Cancel

Enter the school name

Click the school name when it appears

Start

Top-up

My Stu

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Step 4 – Add Student: Student's name and class

Add Student

Enter the details below for a new **Payne Road State School Student** (⊙ Change School)

First Name: _____

Last Name: _____

Allow Student to login and order for themselves: ☐

Requires the Student to

Student Class: — Select a class — ▾

Click Add Student when done

▶ Add Student | ⊗ Cancel

Usually, you don't select this. This is only for older students

Start

Top-up

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Step 5 – Start an order

Step 6 – Pick a day and the type of order

Click this to order Recess for Thursday

	Mon 2/5	Tue 3/5	Wed 4/5	Thu 5/5	Fri 6/5
Recess Menu				Order Recess	Order Recess
Lunch Menu				Order Lunch	Order Lunch
Wednesday Menu			No Service		

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Step 7 – Add items to your order

Step 8 – Place order

If you need to add funds to your account….
Step 9 – Select payment option

Payment Options

How would you like to pay for this order? Based on the current order value of $65.00, the following options are available:

○ Credit Card   VISA MasterCard

○ Your FlexiSchools Account
(Topup by VISA MasterCard BANK)   flexiSchools

○ Bank Transfer (Direct Deposit)   BANK

Continue...   **X Cancel**

Click here to continue

Select an option

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Step 10 – Do the topup

Payment Options   ▶ Do Topup   ✕ Cancel   1 361 769 $0.00

logout

Account Topup

...p Required
...ave insufficient funds to place this order from your account. You need to topup by at le...
...der.

Enter $20 top-up Or more

Click here to add the funds

Credit Purchase

Credit Purchase Amount: $ 20.00

- The minimum credit purchase is $20.00.
- Credit purchases of $20.00 and above will incur a credit card processing fee of $0.29.

Automatic Top-ups
Automatic top-ups mean you don't have to worry about your funds running out - whenever your balance falls below the 'trigger' level, it will automatically be topped up using your credit card.

Would you like to use automatic Top-ups?   ○ Yes ◉ No

Credit Card Details
Please enter the credit card you would like to use for this topup.

Credit Card Type: – Select – ▾

Credit Card Number:

CVV:
The last 3 digits on the signature panel.

Enter credit card details

Credit Card Expiry Date (MM/YY): 01 ▾ / 11 ▾

Credit Card Name:

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