

# Quick Guide to using our online shop

We've set up our myKindo online school shop to make it easy for our families to pay for school costs anywhere, anytime. It's open 24/7, and is our preferred method of payment.

**You will find a link on our school website or go to [myKindo.co.nz](http://myKindo.co.nz).**

## Your personal payables (not available at all schools)

The area in blue at the top of the screen will show you payables that have been assigned to your child, plus any Favourites you may have saved.

You will see the original amount and the current outstanding amount for each item.

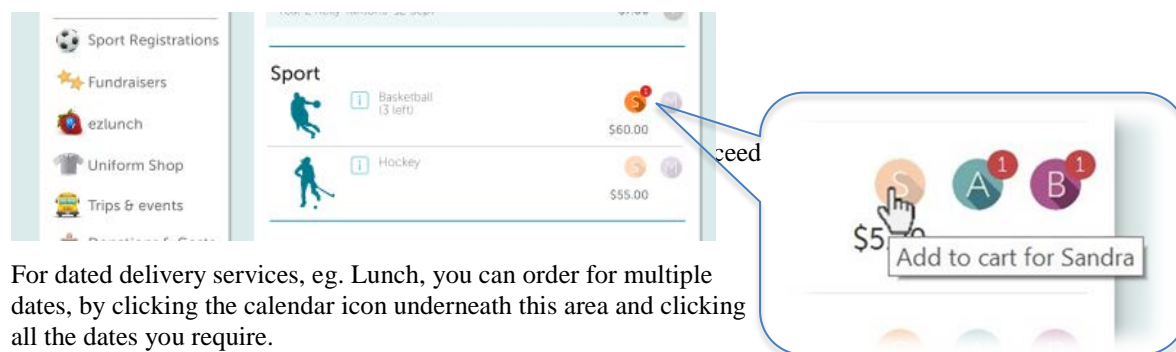
*You may be asked to link your students before you can see this section. This will also keep room numbers updated each year.*



You can choose to pay the full amount by clicking on OR you can choose to make a part payment, by simply changing the amount, and then clicking , where that option is available. Items will be saved to your cart.

## Selecting items to purchase or pay

To select an item and add it to your cart, click on the name icon for the child next to the item you would like to purchase.



For dated delivery services, eg. Lunch, you can order for multiple dates, by clicking the calendar icon underneath this area and clicking all the dates you require.

Click again to add more, or adjust the quantity in the Cart.

Once you've finished selecting your items, choose another service (from the services menu on the left), switch to your other child's school (pencil icon next to school name on the services menu) or go to the Cart and click "check out".

## Placing the order

If there are sufficient funds in your account, simply click 'Place order' from the checkout. Otherwise, you will be required to top up your account before placing the order.

There are several ways to top up your account and you can do this in advance if preferred. Debit and Credit cards incur a small fee, or you can choose POLi Internet Banking or access bank details for standard internet or phone banking (see "top up account" once logged in).

For a demonstration see YouTube: <https://youtu.be/jKH0BgWA-U>

For assistance, help is available at  
[hello@mykindo.co.nz](mailto:hello@mykindo.co.nz) or <http://support.mykindo.co.nz>  
Tel. 09-869 5200 or toll free 0508 454 636.