# **Mount Aspiring College - Kindo shop**

You can support fundraisers and pay school costs using your myKindo account.

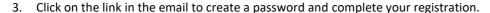
Click here to create an account

Click here to login to your myKindo account

#### Get started – register your family (if not already registered for ezlunch or myKindo)

Select the Click here to create an account option above and the following screen will display:

- 1. Enter in your email address that the school has on file for you.
- 2. Providing the email address you enter, is the same one as the school has on file for you, your account will automatically be created. You will receive an email to create a password.



Your family account is now set up. Next time just log in with your email address and password through the Kindo links on your school website or at mykindo.co.nz.

If the system is not recognising your email address, you can either try using a different email address, or give the school a call to update the email address you have on file with them.

## Add membership to an existing account

If you already have a myKindo or ezlunch account at another school or for another sibling, log in to your existing account.



Please enter your email address as held by Mount Aspiring College

your email address

- 1. Go to my details and click on add a member.
- 2. Enter in your student's name and select the "organisation/school" you need from the drop-down box.
- 3. Select Save & continue.

#### Topping up your account

You can top up your account at any time using the 'top up account' option, or you can choose to top up at the checkout when you are making a purchase.

There are three ways you can choose to top-up your account:

- POLi Instant internet banking and fee free!
- Bank Transfer standard internet banking and fee free. (Allow two days for transfer of funds).
- Credit/Debit Card standard credit card fees apply.

Bank Transfer (allow 2 days)

Get details

No Fees. Allow two days for transfer of funds.

• This is a great option for setting up automatic payments. It means you can add regular amounts over the year to ensure there are always funds available when you need them, or to build up funds for the bigger ticket items.

Online topup



Instant Transfer. Two options available:

- POLi No Fees, you will need your internet banking details.
- Debit and Credit Cards Fees apply.

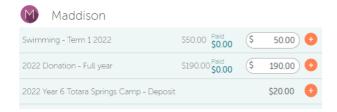
Select the option that best suits you and follow the prompts. The transfer is instant, so your order can be completed immediately.

You can choose to top up exactly the amount you need or add extra to your account to keep a balance on Kindo for a speedy transaction next time. We do recommend that if you hold an account balance that it doesn't exceed what you are likely to spend while you have students at an ezlunch or kindo School.

### Shopping

Every member (student) has an initial icon in their own colour, that represents them. E.g. wo for Maddison.

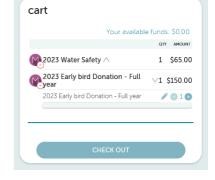
- 1. When logged in, you may need to select the organisation first (school or club) if you have students registered with different organisations.
- 2. Select the service icon you need.
- 3. Personalised payment requests appear at the top of your screen under your student's name. Pay the full amount by clicking '+' next to the item or make a part payment, by changing the amount before clicking the '+' (if available).



4. There are also the Kindo shop/optional items. Click on your student's initial next to an optional item to add to your cart.



- If more information is needed, some questions may appear for you to answer.
- Using the buttons next to each item in the cart, you can add more or delete the item.
- 7. When you have finished selecting items for your order, click CHECK OUT or select another service to continue shopping. The cart will be saved and waiting at the checkout.
- Providing there are sufficient funds in your account, click Place Order at the checkout and you're done! If you have insufficient funds in your account, you will be prompted to top up your account first.



Your order will automatically go through to the School/Organisation, and you will receive an email receipt confirming your top-up and/or payment and purchase.

#### Viewing your orders

You can view your orders at any time from the my orders page. This will show you all top-ups and payments, and any donation receipts.

