# School Shop (myKindo) Personalised accounts

We have recently upgraded our myKindo school shop to make things easier for you and us. You will now be able to view your family account and see any outstanding payments.

Kindo is our preferred method of payment, and we encourage all our families to make sure their accounts are linked. Your child's room number will automatically be updated at the beginning of each year, so you don't have to worry about selecting the right room number anymore!

You can order <u>school lunches</u>, register for sports, purchase event tickets and support fundraisers easily – at a time that suits you! It's open 24/7.

#### **Donations and School Activities**

School donations for 2022 are \$195 (for the eldest or only child) and \$125 (for each additional child). *Please note: an adjustment will be made for families with 4 or more children.* The school activities for 2022 are \$80 per child. You now have the option of making full or part payments for these items.



#### Already have an ezlunch or myKindo account?

Log in to our myKindo school shop.

Click on the 'Fees and Donations' icon.

You may be asked to link the students from your account to the schools records.

Click on the link and match your child to the student record held by the school and you're done.

#### Need to create an account?

New users can <u>Click here</u> to create your myKindo account.



Enter in the email address the school has on file for you and click the 'next' arrow.

\$6.00

You'll then receive an email with a link.

Click on the link and enter in a password.

"Tick" to agree to the Terms and Conditions and click 'Continue'. You can now use your email and password to login to the school shop and view your family account.

#### Viewing your personalised account.

When you click on the 'Fees and Donations' service, you will see what is currently owing on your family account.

A	Aston				
School	Donation Whole Year	\$200.00	Paid <b>\$150.00</b>	\$ 50.00 +	
Te Ren	enga Puppet Show			\$5.50 +	

You can then choose to pay the full amount owing for each item by clicking on the +, OR change the amount to make a part payment, before clicking on the +. The item and payment will be added to your shopping cart.

For optional items, you can still click on your student's initial icon to add to your cart.



Once you have finished adding items to your cart, you can select checkout. Then simply click "place order" at the checkout and you're done.

## Accessing your donation receipts on Kindo

### my orders

transaction history

You can view all your purchases, top-ups, refunds, cancelled orders and donation receipts using the 'my orders' option.

From the record type, you can select donation receipts, and choose to download individual receipts or download a summary of all your donation receipts.

 record type:
 Donation Receipts
 Image: Construction Receipts

 All/None
 Download Selected
 Date
 All
 Image: Download Summary for IRD tax return

 Selected
 Creation Date
 Donee
 Details

More detailed instructions can also be found on the Kindo online support pages. <u>Click here for more detailed instructions</u>

Need assistance? Our Kindo help desk is open 8am to 4pm weekdays. **Freephone:** 0508 4 KINDO (0508 454 636) **Email:** <u>hello@mykindo.co.nz</u> **Online support:** <u>support.mykindo.co.nz</u>