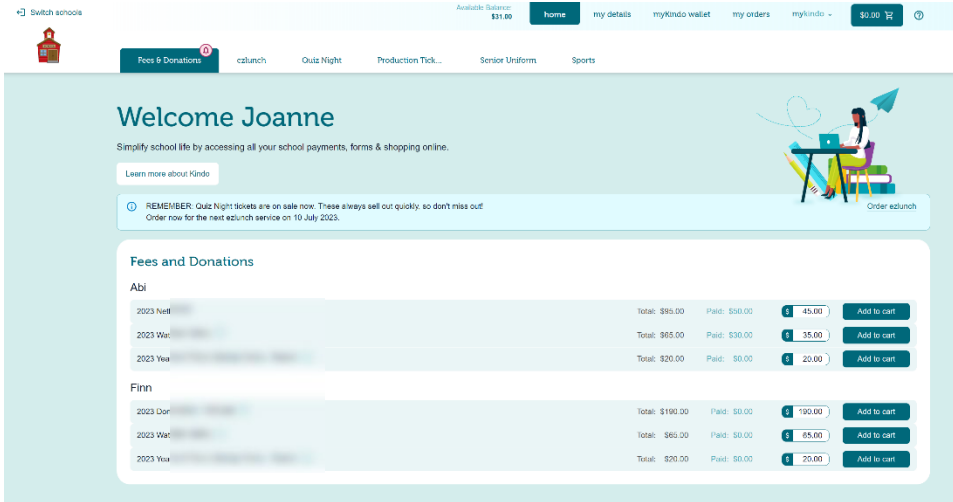


## Tip #1 Paying for Personalised Fees and Donations



You can view your own personalised payments for your student(s). You can make a *part-payment* by clicking in the white box and entering the amount. Then **Add to cart**.

Or you can make a *full payment* by clicking on the **Add to cart**.

[New Users can click here](#) to set up your myKindo account. Enter the email address the school has for you; choose a password and you're done.

[Existing users can click here](#) to log in to their myKindo account.

**Need assistance?**  
Our Kindo helpdesk is open  
8am to 4pm weekdays.

**Freephone:** 0508 4 KINDO  
(0508 454 636)  
**Email:** [hello@mykindo.co.nz](mailto:hello@mykindo.co.nz)

**Online support:**  
[support.mykindo.co.nz](https://support.mykindo.co.nz)  
[kindo.](#) ©

## Tip #2 Viewing your myKindo orders

my orders

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

You can also cancel any order you've made if it's within the cut-off time frame.

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### Tip #3

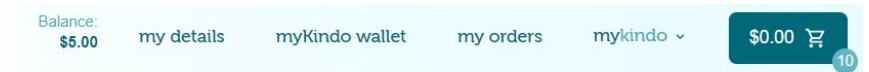
## Changing schools & adding students using 'my details'

Switch schools



If you have students at two different schools and both schools have Kindo or ezlunch, you can just use the one **myKindo** account and easily switch to the other school by clicking on **Switch schools**.

**Add a student** to your current account using **my details** and **add a member** option.



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### Tip #4

## Setting up an Automatic Payment into your Kindo account

#### Online bank transfer

To make an online bank transfer, please log into your banking app. Please copy these details into your banking app.

Top up amount needed

\$19.00

Copy

Registered billed payee

Kindo

Copy

Enter a code

854-87 854-87 854-87 854-87

Copy

Particulars

mykindo

Copy

Payment reference

12345678

Copy

Making regular payments into your myKindo account means you will always have funds available when you need them! Having an automatic payment set up into your myKindo account is easy. On the **myKindo wallet** page, you will see the **Online bank transfer** option (please allow up to 2 working days).

These are all the details you need to set up an Automatic Payment with your bank.

**IMPORTANT:** You must include the Reference number (your member number) so we can ensure the funds are transferred into the correct myKindo account.

[New Users can click here](#) to set up your myKindo account. Enter the email address the school has for you; choose a password and you're done.

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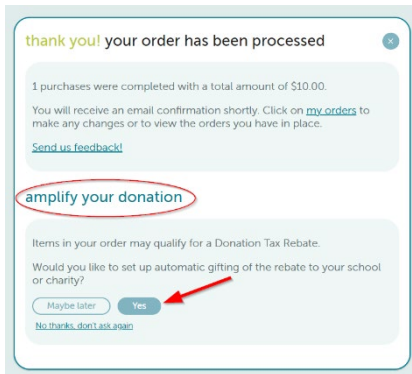
Online support:

[support.mykindo.co.nz](https://support.mykindo.co.nz)

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## Tip #5

## Regifting to the school



When you donate via Kindo, you get the option to amplify your donation, by joining with our tax rebate partner Supergenous, to gift your donation rebate back to the school.

Once you have finished at the checkout you can select **Yes** from the amplify donation option. You can choose your rebate partner and simply follow the prompts.

[Click here for more detailed information](#)

[New Users can click here](#) to set up your myKindo account.

Enter the email address the school has for you; choose a password and you're done.

[Existing users can click here](#) to log in to their myKindo account.



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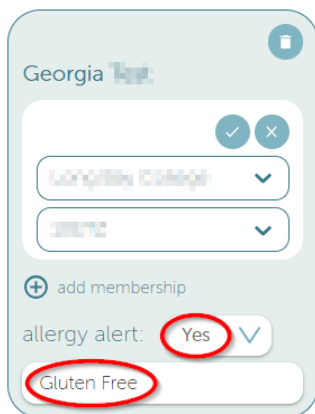
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## Tip #6

## Adding in food allergy information



You can add in student food allergy details, so that they will appear for

From the 'my details' page you can select the allergy alert drop-down box and select 'Yes'. This will then activate the box below where you can enter in the food allergy details.

Click the tick and save and continue.

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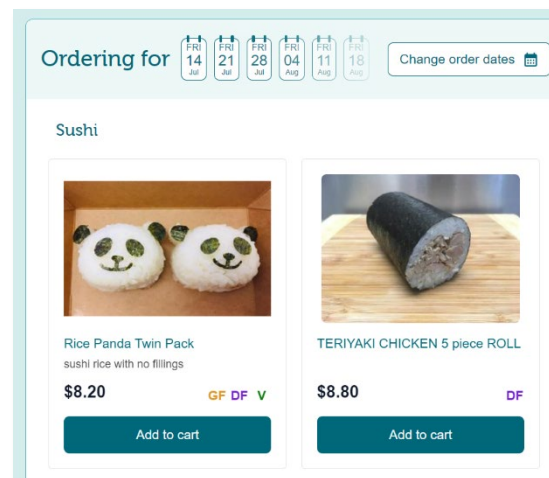
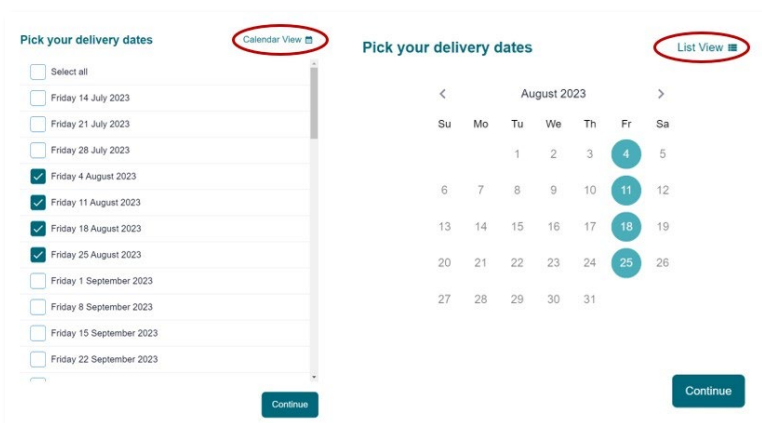
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## Tip #7


## The Calendar and List view in myKindo



Some items you can order for multiple days over the term.  
You can see a nice quick overview of the dates using either the calendar view or the list view.

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