School payments online

Our school encourages families to pay for school expenses using the myKindo portal for paying accounts and purchasing shop items. It’s simple, open 24/7 and available at [www.mykindo.co.nz](http://www.mykindo.co.nz), via the link in payment reminder emails or on our school website.

**Creating an account (once only)**

Getting started is fast & easy. Click [here](https://bit.ly/Macandrewbayschooljoin) or on the link in your payment reminder emails. All you need is the *email address* the school has on file for you. Your account will be created and can be used for all students at any school.

You only need to register once. After that, log in with your email address and password at mykindo.co.nz – or use the link in the payment request emails. Any registered caregiver can create an account.

**Selecting items to pay**

There are TWO types of transactions you can make using myKindo: paying personalised payment requests for your students; purchasing optional items.

**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).

There are also the **Kindo shop/optional items**. Click on your child’s initial next to an optional item to add to your cart.

For a dated service (such as Lunch), select your first delivery date, then you can add items to the cart for that date, or click the calendar icon to add items to multiple dates.

Topping up your account

Add funds to your myKindo balance when paying at the checkout, or by selecting ‘top up account’ from the menu.

There are three methods available:

1. Bank Transfer (through your bank app)

No fees. IMPORTANT: Orders cannot be placed until funds are received. Allow 2 days.

2. POLi internet banking

No fees. Instant transfer, orders placed immediately.

3. Credit/Debit Card

50c + 2.5% fee. Instant transfer, orders placed immediately.

Visa / MasterCard / American Express / China UnionPay available.

**Checkout & payment**

Once you have finished adding items to your cart, click ‘Check out’ to review your order.

Click “Place Order’ to complete your transaction.

If you do not have sufficient funds, the button will say ‘Top Up & Place Order’ and enable you to add funds (see Topping up your account).

Kindo will automatically update the school, and you will receive an email receipt confirming your payment and/or top-up.

**View your payments and purchases**

You can view all your payments and purchase from the

 ‘my orders’ option.

Need assistance?

Our Kindo helpdesk is open 8am to 4pm weekdays.

**Freephone:** 0508 4 KINDO (0508 454 636)

**Email:** hello@mykindo.co.nz

**Online support**: [support.mykindo.co.nz](https://support.mykindo.co.nz/portal/en/kb/https-desk-zoho-com-portal-tgcl-en-kb-customersupport/your-mykindo-account)