



Schoolshoponline - Parents Short Guide to Ordering Uniforms

1 Logging In

1. Select Uniforms Online from your School Website (Your uniform coordinator will provide the location) then enter your details into the login screen (Select “**Click here to register**” if you are not already registered).

2 Selecting Uniforms

1. Select **Quick Order Form** from the **eStore Tab** or the **eStore** icon.
2. Select the **Uniform Category**.
3. Enter the **quantity** of each uniform.
4. Select the **Size** and/or **Colour**.
5. Select **Add to Cart** from the bottom of the form.
6. Select **Continue Shopping** to add **more purchases** or
7. Select **Checkout**

3 How to Pay

1. Select **payment** method (selecting **PayPal** will also **allow Credit Card** payments). You do not need a PayPal account to pay by credit card.
2. Select **student's name** and add any desired **comments**
3. Select **Continue** and you will be taken to the payment section of your choice

Fee Structure for eStore (Uniforms, books etc)

Credit Card or PayPal

- 2% of total (minimum 60 cents) plus Bank/Merchant fees of 30 cents plus 1.5%

eWallet

- 2% of total (minimum 60 cents) (there are no Bank/Merchant fees)
- There is a transaction fee of 30 cents per top-up for eWallet (regardless of the amount topped up).