


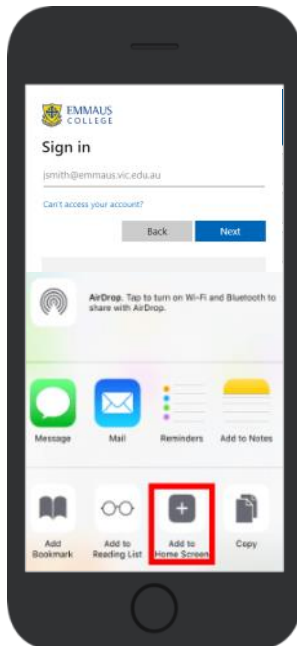




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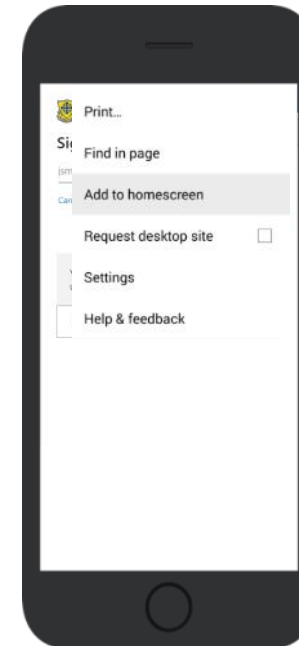
Adding Icon to Apple iPhone

- ⇒ Browse to <https://emmshop.emmaus.vic.edu.au> in Safari.
- ⇒ Or scan QR Code using your phone camera to browse to URL.
- ⇒ In Safari  tap the **BOOKMARK ICON**. 
- ⇒ Choose the **ADD TO HOMESCREEN** icon. 
- ⇒ You can then place the icon on your desired screen.



Adding Icon to Android Phone

- ⇒ Browse <https://emmshop.emmaus.vic.edu.au> in Chrome.
- ⇒ Or scan QR Code using your phone camera to browse to URL.
- ⇒ In Chrome  tap the Menu option 
- ⇒ Choose the **ADD TO HOMESCREEN** icon.
- ⇒ You can then place the icon on your desired screen.




Need Help? emmshop@emmaus.vic.edu.au

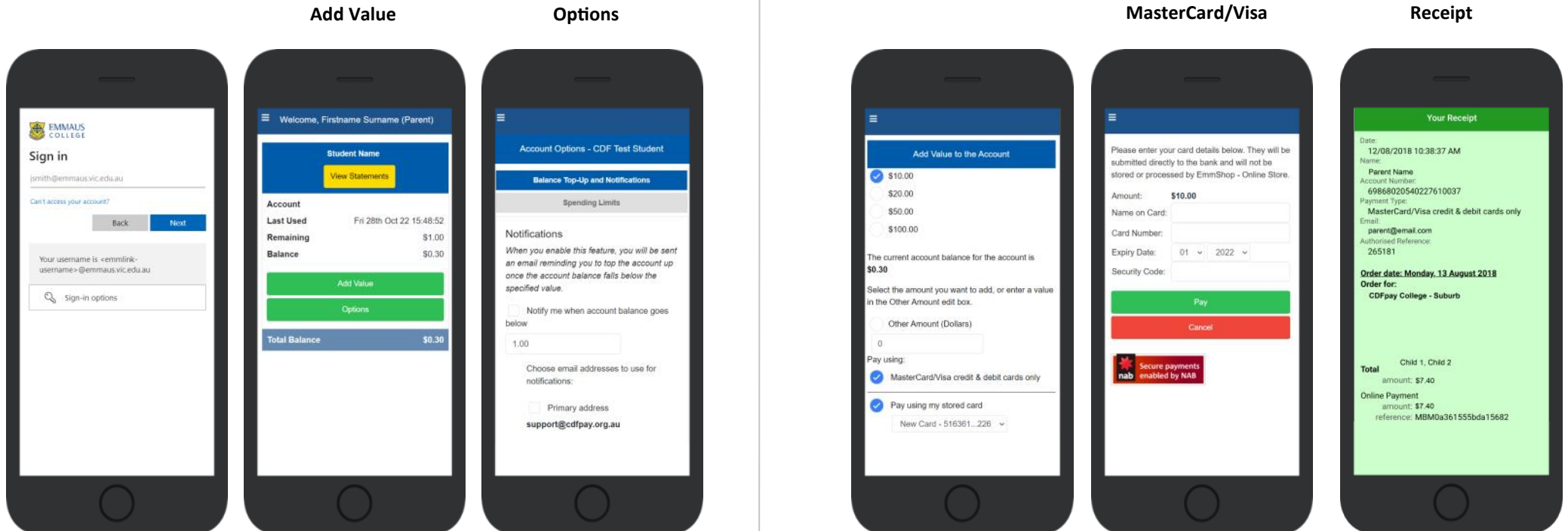
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Login into the EmmShop Account

- ⇒ Browse to <https://emmshop.emmaus.vic.edu.au>
- ⇒ Enter your **Emmaus Email & Password**.
- ⇒ Choose the drop down arrow to see **Add Value** or **Options**.
- ⇒ **Options** allows you to set notifications and auto top-up.

Add Value to your Child's Account

- ⇒ Choose the Child you wish to add credit for use.
- ⇒ Select the amount you wish to add to the account. 
- ⇒ Choose **MasterCard/VISA** to complete payment.
- ⇒ Enter your payment details as requested.
- ⇒ A receipt is sent once payment is confirmed.



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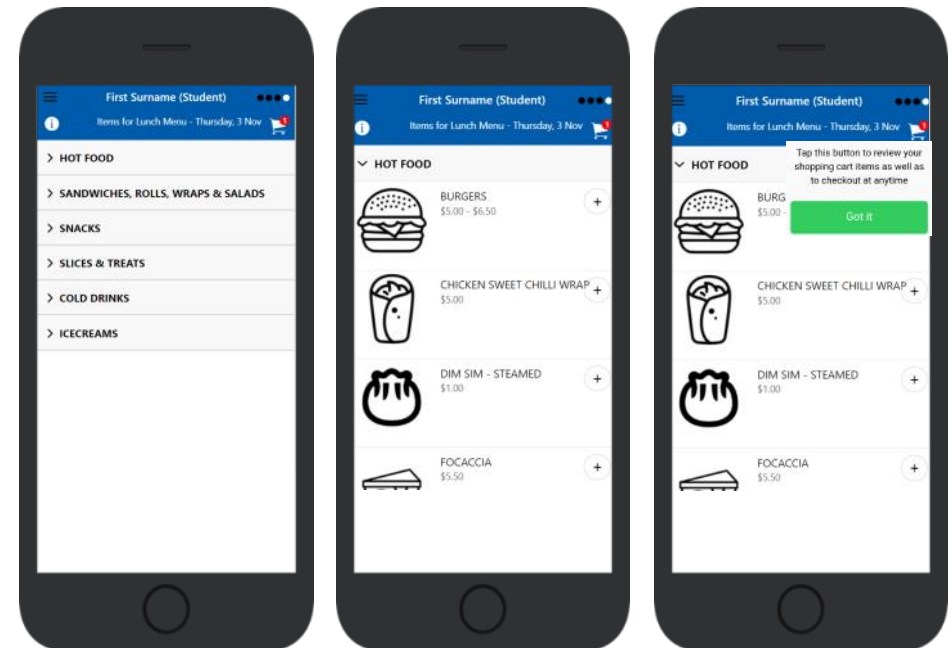
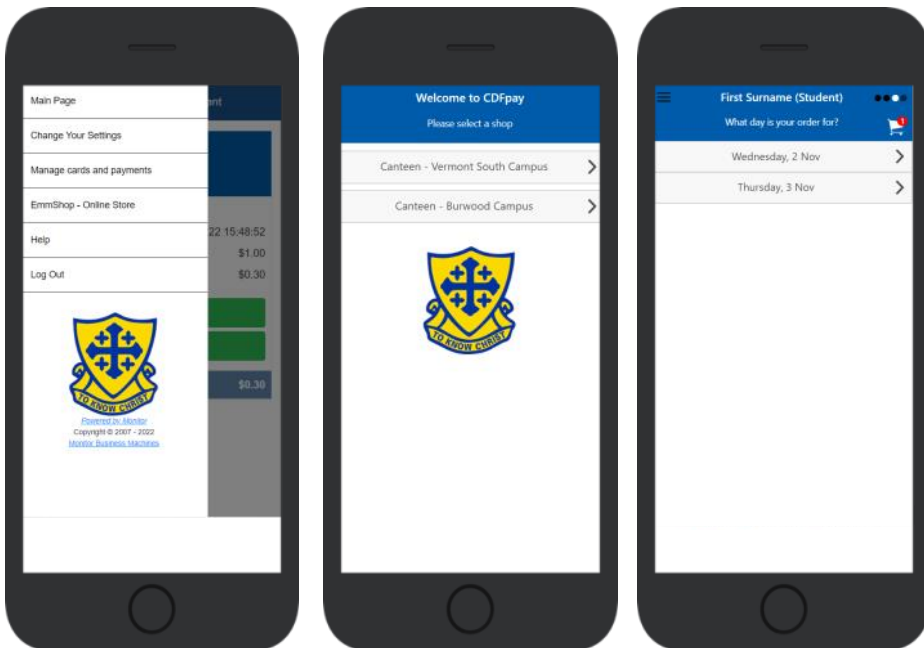
Choose Shop and Order Date

- ⇒ Choose **EmmShop** from the top of the page.
- ⇒ Select the campus you wish to order from.
- ⇒ Choose the **Child** and the **Date** you wish to place the order for.
- ⇒ Swiping left to right allows you to navigate between steps.
- ⇒ You can also use a desktop computer to place orders.



Placing an Order & Checkout

- ⇒ Choose a category to order from.
- ⇒ Then select the item/s you wish to order by pressing +
- ⇒ Your shopping cart will update with each item.
- ⇒ Choosing the Shopping Cart allows you to complete purchase.
- ⇒ Select **Summary & Checkout** to make payment.




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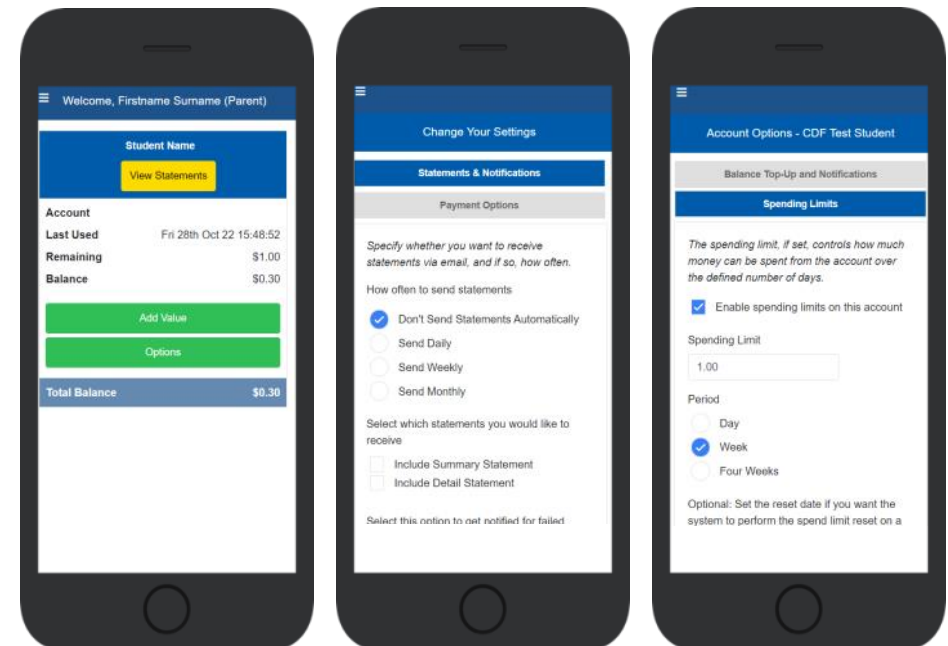
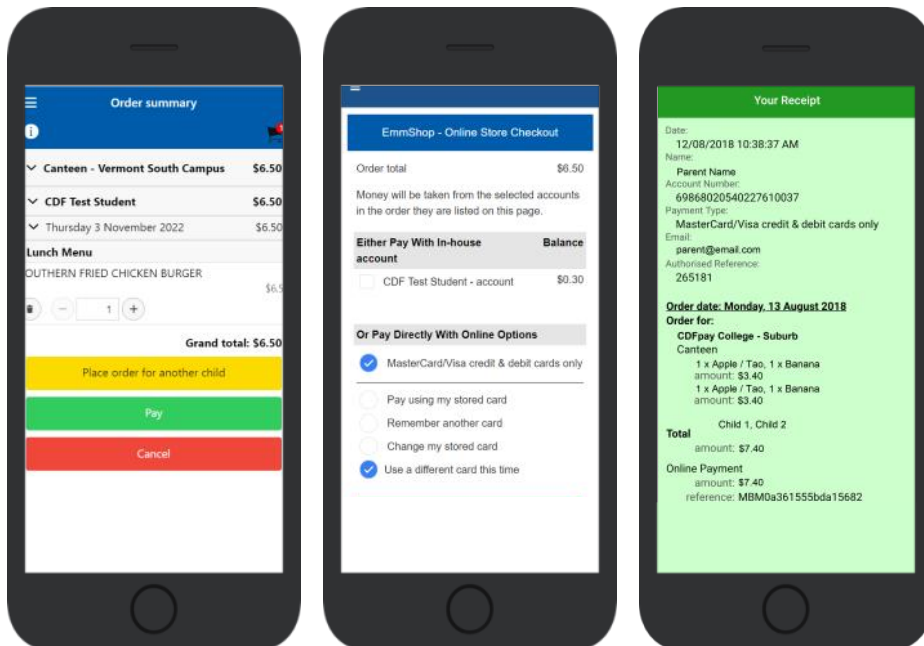
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Complete Payment—Account Balance or Card Payment

- ⇒ Choose either **Account Balance** or **Card Payment**
- ⇒ Enter your payment details and select **PAY**.
- ⇒ A receipt will be generated confirming purchase.
- ⇒ An email will also be sent to your specified email address.

Notifications & Set Spending Limits

- ⇒ Choose **Options** on Main Account Page. 
- ⇒ You can set Notifications for Low Balances.
- ⇒ Choose **Spending Limits** to a daily , weekly or four week limit.
- ⇒ Set the amount for the nominated period.
- ⇒ Choose **SAVE**.



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