



### Introducing Kindo - our online school shop that is open 24/7 for orders & payments!

We are simplifying student transactions at our school with the help of Kindo. It offers convenient payment options online for fees or donations, fundraisers, registrations and more. Use one family account to manage multiple students.

Our Kindo shop makes it easy for you to: make full or part payments, register for school sports, support fundraisers and purchase event tickets.

Kindo is our preferred method of payment for charges ***other than compulsory Attendance Dues and the Special Character donation*** (*more on this further down*), and we encourage all our families to join.

Not with Kindo yet? Registration is easy - refer to the instructions below! Or [click here](#) for video instructions.

**IMPORTANT:** Please ensure that you use the same email address registered with school.

### New to Kindo?

Kindo is easy to set up and use.

Scan the QR code opposite, or go to [mykindo.co.nz](http://mykindo.co.nz)



1. Use the 'Sign up for free' option at the bottom, to set up an account.
2. Depending on the school setup, you will either enter in the email address the school has on file for you, and your students will automatically be added.
3. Or you will add in your details as account holder, and your students' details as members to the account.

### Already a Kindo user?

If you have used 'Kindo' or 'Ezlunch' at another school you can log in to your existing account and update your details.

1. Log in to [myKindo.co.nz](http://myKindo.co.nz).
2. Select the 'My Details' page and add a new student to your account or edit an existing students' details.
3. A student can belong to two or more schools or organisations. Just select 'add membership' to the student and select our school from the dropdown list.

### Complete Setup:

#### Is your myKindo account linked to your child?

Our school's Student Management System and myKindo work together, so it's important your child(ren) are correctly linked. This ensures things like classroom changes and payment details update automatically - saving time and reducing confusion. If you see a prompt asking you to link your child(ren), please follow the steps provided. You cannot do this until the start of the school year.

 **Tip:** Make sure you're using the same email address that's listed with the school.

Need help? The myKindo helpdesk is just a call or email away:

 Freephone 0508 454 636 | [hello@mykindo.co.nz](mailto:hello@mykindo.co.nz)

Or visit the Parent Help Centre: [support.mykindo.co.nz](http://support.mykindo.co.nz)

## **Payments on Kindo:**

Choose the item/s you want and add them to your cart. Select your student's name and complete options/choices or any additional information required.

Once you have made all your purchases, click on your cart and go to the checkout. Review your cart, top up your account if needed, and then simply click 'complete order'. Easy!

Your order will automatically go through to the school, and you will receive an email receipt confirming your top up and/or purchase(s)!

## **Personalised School payments**

When you go to your 'myKindo' account you will see your allocated school payments. These can be paid in full by clicking 'add to cart'. If available, you can adjust your payment to suit your budget by changing the amount in the white box before clicking 'add to cart'. Your order will automatically go through to the school. Check your email inbox for your receipt/order confirmation.

## **Part payments on 'personalised items'**

For some personalised items and/or charges you can part pay for your students by over typing the amount into the white box and adding to your cart. This is a great way to spread payment for items like camps or school trips.

## **Topping up your Kindo account:**

There are a range of methods you can choose to top up your myKindo account. This can be done at the checkout, or by selecting the 'myKindo wallet' at any time.

Just a reminder if it's for a time critical sports registration you will want to avoid the bank transfer option as it may not go through in time.

## **Attendance Dues and Special Character costs:**

Attendance Dues are collected by Pompallier Catholic College on behalf of the school's Proprietor, the Roman Catholic Bishop of Auckland, and forwarded to Auckland Common Fund Limited, a company established by the Proprietors of Catholic integrated schools in the Diocese of Auckland responsible for the collection of Attendance Dues.

Because we are collecting on their behalf, these charges, and the Special Character donations, are **unable to be paid via Kindo**, and Caregivers will receive a monthly statement directly from the college for this portion of your school account. Payments can be made via eftpos at the college office, or online to the college bank account: 12-3099-0758068-00, using your child's name or Student ID as reference.

## **Automatic payments:**

If you already have an automatic payment set up going into our school bank account, please note that these payments will be automatically allocated to Attendance Dues and Special Character fees.

You may need to adjust the amount of your current automatic payment, as the rest of your account will be charged and paid via Kindo.

You are also able to set up a separate automatic payment to your Kindo account. Login to your myKindo account - <https://shop.kindo.co.nz/app/login> and select myKindo wallet. Under the Online Bank Transfer are all the details you need to set up an Automatic Payment with your bank. You must include your unique Kindo reference number so Kindo can ensure the funds are transferred into the correct account. Even though funds are taken instantly from your account it can take time for them to reach Kindo. **Please allow up to 2 working days.**

## **Caregiver Support Resource / Questions:**

If you have any questions about our new system, please feel free to contact Jane Woolston in our college office on 09 438 3950 or email [fees@pompallier.school.nz](mailto:fees@pompallier.school.nz)

For specific Kindo questions or support, please visit the [myKindo website for caregivers](#) (search keywords).

You can also contact Kindo directly: Email: [hello@mykindo.co.nz](mailto:hello@mykindo.co.nz) or phone (09) 869 5200 or 0508 454 636 for assistance. Available 8:00am - 4:00pm on school days.