

# How to...

## Use GriffithPay

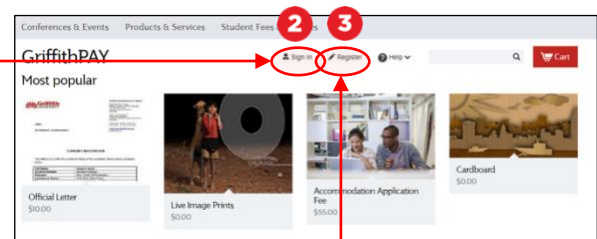
## Introduction

This guide will show you how to purchase items through GriffithPay. GriffithPay is the University's online shopping cart to allow staff, students and external customers to purchase Griffith products and services.

## Step 1: Access GriffithPAY

- 1 Go to the GriffithPAY site at <https://app.secure.griffith.edu.au/griffithpay/>

- 2 Griffith staff and students can **sign in** using their Griffith credentials and all personal details will be transferred from the portal.




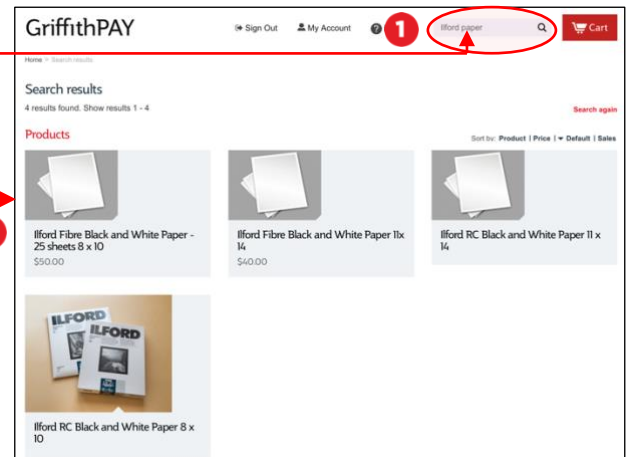
- 3 The general public will need to **register** to create a new account. Enter your personal information, an email address and password > select **Submit**.

You are now ready to start shopping in GriffithPay.

## Step 2: Search or browse GriffithPAY for a product

**To search:** You can enter a product/item name into the search box on the GriffithPAY home page if you are looking for a specific product. GriffithPAY will return matching results. To improve the results, try restricting your search to a particular type of product category.

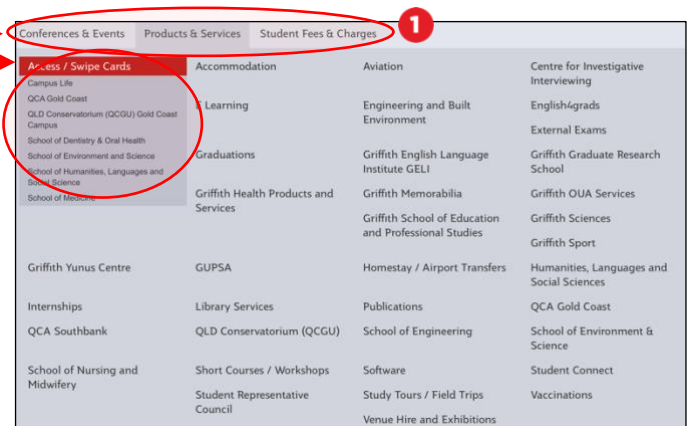
- 1 Ensure you are signed in. On the GriffithPAY home page, enter the required product/item name in the **Search** box > select . The example shown is a search for Ilford paper.



- 2 Select your **required product** from the results.

**To browse:**

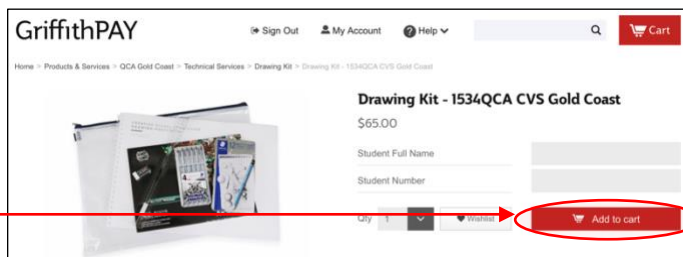
- 1 Hold your cursor over the **relevant option** in the top row to start browsing.
- 2 Further options will display when you keep your cursor over a **particular category**.



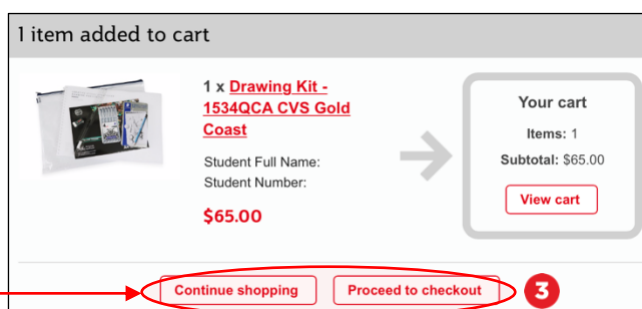
## Step 3: Add a product to your shopping cart

1 Search or browse for your desired product > select it.

2 Select the **Add to cart** button.



3 A screen will display to confirm the item has been added to your cart. Select **Proceed to checkout** or **Continue shopping** if you have more items to purchase.



## Step 4: Check out

1 If you have selected **Proceed to checkout** you will be taken to the **order summary page**.

2 Check that your name and address details are correct and complete any details that may be missing. Select the **I accept the 'Privacy Statement' checkbox** > select **Submit order**.

3 The **GriffithPAY payment gateway** will display. Check your billing details are correct and enter your credit/debit card details. When all details are complete and accurate, select **Proceed** to finalise your order.



You will be emailed a receipt.

## Step 5: Sign out

- 1 Remember to sign out of GriffithPAY when you have finished by selecting **Sign Out**.

