GriffithPAY
Getting Started
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Getting Started with GriffithPAY

Accessing GriffithPAY

Step 1: Navigate to the GriffithPAY site: https://app.secure.griffith.edu.au/griffithpay/
Sign In or Register to make a purchase

If you are making a purchase on GriffithPAY for the first time you will need to register before you can make a purchase. If you have previously registered, you will only need to sign in to complete your purchase.

**Step 1:** Sign in or Register by clicking **Sign In or Register**

Registering with your Griffith Single Sign-On

**Step 1:** Register with your Griffith Single Sign-On by clicking **Click here to sign in**
Step 2: Sign in by entering your Griffith single sign-on **username** followed by your **password**. Click the **login** button to continue.

Registering by creating a new account in GriffithPAY

Create a new account

If you do not have a Griffith Single Sign-On account.

Personal Information

- Title
- First name
- Last name
- Company
- Website
- Tax number

Account Information

- Email
- Sign up for membership
- Password
- Confirm password

*Type the characters you see in the picture:

```
257 96
Not a different code*
```

I accept the *Privacy & Conditions*

Submit

All information you provide to us will be kept confidential. We will never sell, exchange or market it in any way.
You are now signed in to the GriffithPAY site and can start shopping!

Understanding how GriffithPAY Works

Making a purchase through the GriffithPAY site couldn’t be easier. It basically takes just four simple steps which are explained in more detail throughout this guide.

1) Sign in or Register to get started
2) Select product/s and add to shopping cart
3) View shopping cart
4) Checkout (and pay)
Searching GriffithPAY for a Specific Product

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 then show you all the matching results. To better your results, try restricting your search to a particular type of product category from the Advanced Search options (see next section).

**Step 1:** Ensure you are signed in (steps are in the Accessing GriffithPAY section). On the GriffithPAY home page, type the required product/item name in the Search box and click the Go button. The example below illustrates a search for the product ‘Ilford paper’.

**Step 2:** The search results are displayed. Select the required product from the results.
Browsing GriffithPAY

Step 1: Hold cursor over one of the Main Categories: Conferences & Events or Products & Services to start browsing the shop.

Once the Category has been selected, further product choices will display based on the selected Category.
Placing an Order

There are just four simple steps for placing an order, as depicted in the following diagram.

The instructions for signing in and selecting a product have been covered in earlier sections of this guide. This section will continue on from selecting the product, and will cover:

- Adding a product to the shopping cart
- Viewing the shopping cart
- Checkout

Adding a Product to the Shopping Cart

**Step 1:** Select the required product in GriffithPAY by either searching for it, or browsing to it. In this example, the required product is *Ilford RC Black and White Paper 8” x 10”.*
Step 2: Click on the selected product.

Step 3: Click the Add to cart button.
Step 4: The screen displays confirmation of “1 item added to cart”. To proceed to checkout, click the **Proceed to checkout** button. Note that if you wanted to continue shopping and checkout later, click the **Continue shopping** button.

Checking Out

Step 1: Once you have clicked proceed to checkout you will be taken to the order summary page.

Step 2: Check that the name/address details presented are correct, filling in any missing information as required. Check the **I accept the “Privacy statement”** checkbox, and lastly click the **Submit order** button.
Step 3: The GriffithPAY payment gateway is displayed. Check that your billing address is correct, and enter your credit/debit card details. When you are satisfied all the information is correct, click the Make payment button to finalise the order and confirm the payment.
Receipt

Once payment is accepted, you will be emailed a receipt / tax invoice to your nominated email.

Signing Out

**Step 1:** When you have finished be sure to sign out of GriffithPAY by clicking the **Sign Out** option as shown below.

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