

- Trips
- And more

How to pay online...

- Step 1 Have your activation letter ready
- Step 2 Login at <u>www.parentpay.com</u>
- Step 3 Follow instructions to activate account

using a debit/credit card or through PayPoint. Paying online gives you

the peace of mind that comes with knowing that your money has reached the school safely and is used for its intended purpose.

- Step 4 Click on 'items due for payment'
- Step 5 Click on 'Alerts' to set text/email alerts

"No more having to look for change or writing cheques. It's so easy now" ParentPay Parent.

www.parentpay.com



Parents' Guide

Activate your ParentPay Account

Activate your ParentPay account

If you have yet to receive your login details please contact your school direct to obtain these.

Once you have activation login details from school, please do as follows:

- Go to <u>www.parentpay.com</u>
- Go to the account login area top right of the ParentPay website home page
- Click on the activation link
- Enter the login details provided by your child's school via an activation letter.

Follow the on-screen instructions to activate your account.

Cross-school login: Adding a child to your account

If you have more than one child at the same school, or children at different schools that use ParentPay, you are able to **add** those children to your newly activated or existing ParentPay account.

- Log into one account, this will become your 'main account' username and password.
- Click on add a child.



- You will either have the username and password or account activation codes for the account you are adding
- Enter the details you have and click search
- Click Add to my account to confirm
- If you have more children that you would like to add to the account, simply follow the above process until you have added all your children.