

# QUICK GUIDE



ParentPay®

## 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 [www.parentpay.com](http://www.parentpay.com)
- Go to the **Account login** area, top right of the ParentPay website home page
- Click on the **Activate link**
- **Enter the username and password** provided by your child's school

Follow the onscreen instructions to activate your account and accept our terms and conditions.

## 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 creating a cross-school account.

Log out of any/all your accounts.

Login to one account, this will become your 'main account' username and password.

Click on **Add a child**.

The screenshot shows the ParentPay user interface. At the top, there is a navigation bar with tabs for 'Overview', 'Dan', 'Nathaniel', 'Rachael', 'April', and 'Christine'. To the right of these tabs is a button labeled 'Add a child', which is circled in red. Below the navigation bar, there is a section titled 'Items due for payment' with a table of items. At the bottom of the page, there are two buttons: 'Pay for more items' and 'Checkout'.

Due date	Item description	Name	Amount	
-	Dinner money for The Denewood Community School	Rachael	£0.00	Add to basket
-	Dinner money for The Denewood Community School	April	£0.00	Add to basket
-	SMS Text Alerts	Pamela	£0.00	Add to basket
12 Nov 2011	Visit to the Woodlands Centre	Rachael	£6.00	Add to basket
12 Nov 2011	Visit to the Woodlands Centre	April	£6.00	Add to basket
28 Oct 2011	Autumn Term 2011 Music Tuition Fees	April	£0.00	Add to basket

**Enter the username and password** for the child you wish to add.

Click **Search**.

The school, pupil name, year group and class will show on screen.

Adding from account: r2etqluz (paris Foster)

School	Pupil	Year	Reg. group
Sunnyside School	Nathaniel Norman	1	1DC

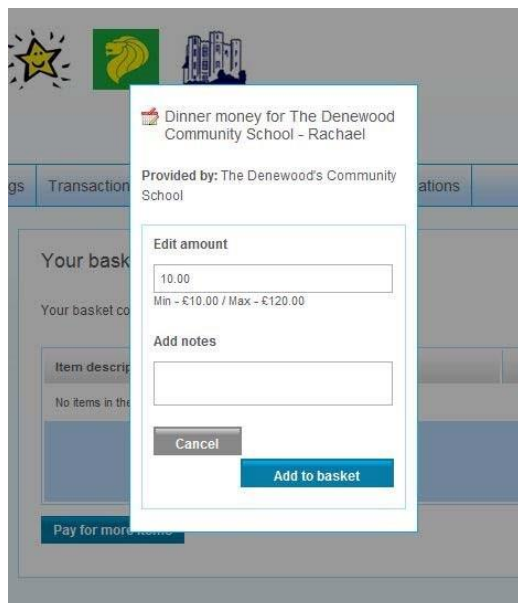
After you confirm the add, these pupils will be transferred to the account you are logged into and the old account will be disabled.

Click **Add child to your account** to confirm this is the child you wish to add to your account.

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.

## Using your basket – quick add items

Paying for all your children in one easy place! The **'Overview tab'** on your home page shows items due for payment across all of your children.



Locate the item you'd like to pay for and click on **Add to basket**.

Edit the **'Amount'** to pay and provide any **'Notes'** if appropriate in the pop-up window.

Click **Add to basket** and keep repeating the

process until you're ready to **'Checkout'**.

