



Guide for using Parent Pay

1. You will receive a letter stating your login details.
2. Once you receive this, go to <https://www.parentpay.com/> to activate your account in the login section. It will ask you for your name, email and what password you will like to use:

Activate your account today

Title

Mr

Name

Joe

Bloggs

Email address (this will be your username)

joe.bloggs@hotmail.com

You will use your email address as your ParentPay username. We'll also send an email to you after you've activated so we can verify it's you.

Confirm email address

joe.bloggs@hotmail.com

Create a password

.....

Passwords must contain between 6 and 20 characters, at least one letter and one number and are case sensitive

Confirm password

.....



3. Ensure 'Pay for Items' is selected on the left hand side. You will see a list of items you are able to pay for that will include dinner money, club fees and trips. I have picked our ski trip as an example:

Due date	Name	Amount	
24 Apr 2015	Alex	£33.00	Add to basket
31 Oct 2015	Alex	£900.00	Add to basket
	Alex	£89.50	Add to basket

Double check this is the right payment item by reading the description and then enter an amount you wish to pay. Then click 'add-to-basket'.

4. Once you have finished selecting all the items you wish to pay, go to the checkout at the top right hand corner:

Due date	Item description	Name	Amount	
24 Apr 2015	YR 10 - Walton on the Naze This is a geography field trip for Yr 10s. The total cost of the trip is £33, but feel free to pay in	Alex	£33.00	Add to basket



5. Enter your debit/credit card details. You will have the option to save these details if you do not want to have to enter them again. Print out a receipt for your records.

1 Payment information | **2** Review and confirm payment | **3** Receipt

Your payment information

Enter your payment details below.

Enter payment details

Card type

Card number

The long number on the front of your card.

Cardholder name

The name displayed on the front of your card.

Valid from (optional)
 /

We accept the following cards:

Your payment data is protected on this site by Secure Socket Layer (SSL) technology certified by a digital certificate.

6. Following this process, paying for your child's trips and dinner money will be no more hassle than clicking a button. We are looking to add a new feature whereby you can see exactly what your child has bought with their lunch money, so look out for that!