

Are you new to ParentPay?

Here's how to activate your account

Go to www.parentpay.com

Click **Activate**

Have your activation letter to hand. If you have more than one account to activate enter the username and password for any child, do the same if you only have one child to activate.

Now click **Submit**

Fill in all required fields and click **Continue**

Your account is now activated and you will receive an email confirmation.

If you have other children to activate, please click **Home**.

Then click **Add a Child**

Add the username and password provided in any other activation letters.

Your additional child's name should appear, now just click **Add to My Account**.

You should now see both your children's names.

Repeat this process for any other children you need to activate in ParentPay.

Add additional children even if they are at different schools

If you are already using ParentPay and would like to add all your children to one single account please follow the following instructions.

Go to www.parentpay.com

Login with your username and password for an existing account that you now want to use as a single account.

Then click **Add a Child**.

Double check this is the account you now want to be used as your single login by checking the username you have logged into.

If this is not the login you want to use as a single account then logout and login to the account you want to use in the future.

If you want to add a new child not yet activated in ParentPay please use the username and password in your activation letter, or if you want to add a child already using ParentPay add the username and password for any account you already have active.

Your additional child's name should appear now just click [Add to my Account](#).

You should now see both your children's names.

Repeat this process for any other children you would like to add to this ParentPay account.

Select and pay for items using the shopping basket

You can see recent items for payment, a short summary and add items to your basket directly from your home page.

Any items you add will drop into your basket and update automatically.

To see all items for possible payment and more details click on [Pay for More Items](#).

You can also see child specific payment items.

Select any additional items for payment. Some have a minimum mandatory amount.

Add / or edit the amount you wish to pay and add notes which the school will be available to view.

Click [Add to Basket](#)

The item is automatically added to your basket which you can check anytime.

Check your order removing any items you do not want to pay for.

Click [Pay Securely Now](#)

Now enter your debit card details and click [Make Payment](#).

Your payment is successful.

You should also receive a receipt to the email you registered on ParentPay.

You can also see it in your transaction history.

Check Balances and Payments

Viewing your payment history.

To view your payment history click [View transaction history](#).

Then click [Payments](#).

Use the drop down menu to filter your results.

Then click [Search](#).

Viewing your account statements.

Click [View transaction history](#).

Then click [Statements](#).

Use the drop down menu to filter your results.

Then click [Search](#).

See the opening and closing balance for period selected.

View debits.