

Parents' Guide

Activate your ParentPay account

To create an account, you need the account activation letter provided by your school and access to your emails. Your email address will become your username and will be used for the verification process.

With your activation letter to hand, please follow the steps below.

Go to www.parentpay.com

1. Select **Login** at the top right corner of the screen (Circled in the image below)



2. From the next screen enter the **username** and **password** (activation codes) provided in your account activation letter and select **Login**.
3. Complete the activation as detailed on the screen.
4. You can now log in to your account.

If you have lost your activation letter or not yet received it, please contact your school.

Cross-school login: Adding another child to your account

If you have more than one child at the same school or children at different schools using ParentPay, within the authority, you can add them to your ParentPay account. The school(s) will provide an activation letter for each child.

Login to your account and click **Add child** (circled in the image to the right). Enter the **activation details** for the child you wish to add and click Search. The school, pupil name, year group and class will show on screen. Click the **Add child** to your account. Follow this process until you have added all your children.

