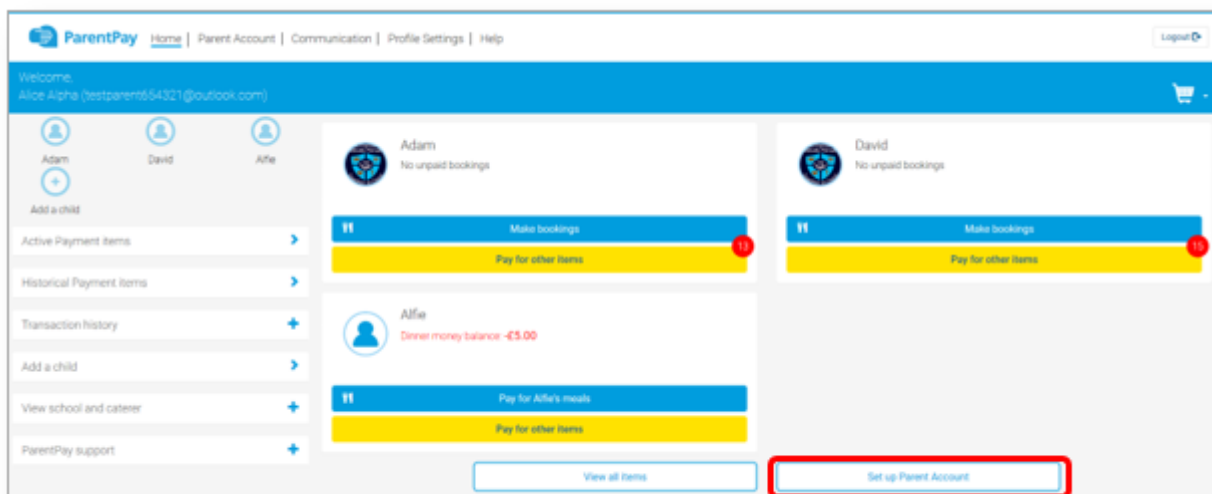


How to add and use Parent Account credit

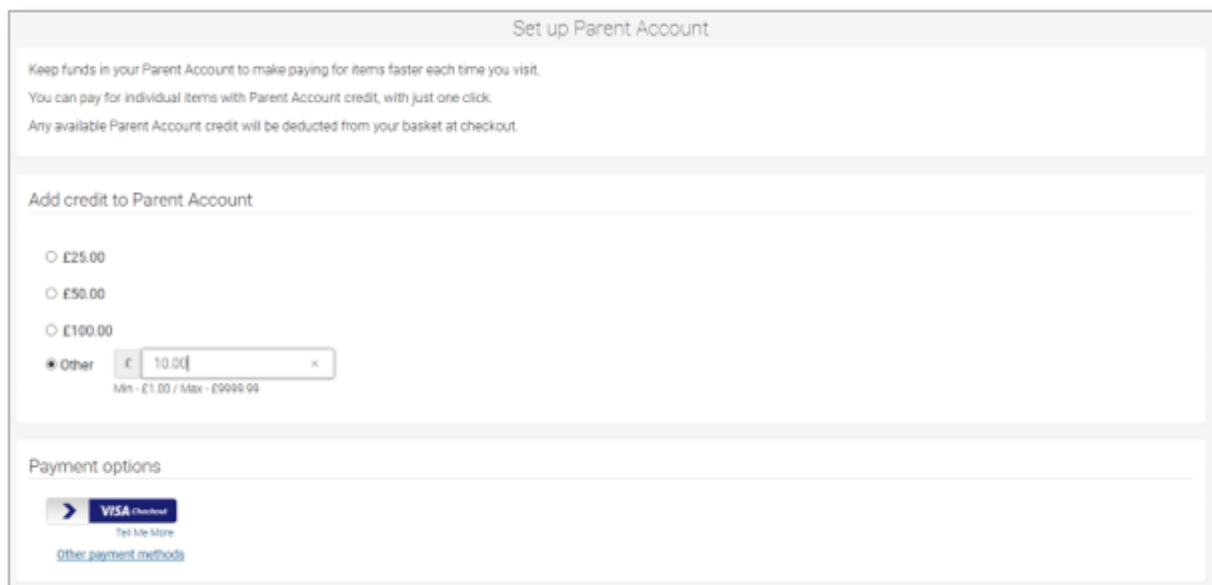
To allow for faster payments towards trips, school meals, clubs, and anything else schools may collect money for, ParentPay provides access to the Parent Account. You can add any amount of money into your Parent Account and use it to quickly check out and pay for items added to the ParentPay system by the school.

Adding credit to your Parent Account

1. Navigate to www.parentpay.com and log into your account
2. Select **Set up Parent Account** (If credit has been added to the Parent Account previously, this will read **Add Parent Account credit**)



3. Select one of the pre-set amounts, or manually enter the amount in the Other amount box to top up with

A screenshot of the 'Set up Parent Account' form. The title is 'Set up Parent Account'. Below the title, there is explanatory text: 'Keep funds in your Parent Account to make paying for items faster each time you visit. You can pay for individual items with Parent Account credit, with just one click. Any available Parent Account credit will be deducted from your basket at checkout.' The 'Add credit to Parent Account' section has four radio button options: '£25.00', '£50.00', '£100.00', and 'Other'. The 'Other' option is selected, and a text input field contains '£ 10.00'. Below the input field, it says 'Min - £1.00 / Max - £9999.99'. The 'Payment options' section has a 'VISA Checkout' button with a right-pointing arrow and the text 'Get the More' below it. A link for 'Other payment methods' is also present.

4. Choose how to pay by selecting **Visa Checkout** or **Other payment method**

5. A success notification will be displayed, and a receipt will be emailed to you

Making a payment using Parent Account credit

1. Navigate back to the homepage, and select one of the following:

a. Pay for <child's name="">> meals – located below the child's name in the pupil tiles in the centre of the page. This will only give the option to pay for school meals for a single child.

b. Pay for other items – located below the option to pay for meals in the pupil tiles in the centre of the page. This will only provide details of any items assigned this child.

c. Active payment items – on computers, this is located in the menu on the left side of the page. For mobile devices, this can be accessed by selecting the menu icon in the top left corner. This will list all items for payment assigned to any children or staff members linked to your payer account.

2. Select **View** against the item for payment

3. Enter the amount to pay, quantity required, or any other requested information

4. Select Pay by Parent Account

Note: If there is not enough credit in your Parent Account to cover the cost of the item, you will be prompted to add the item to your basket

5. A success notification will be displayed at the top of the screen containing your updated Parent Account balance, and a receipt will be emailed to you.