

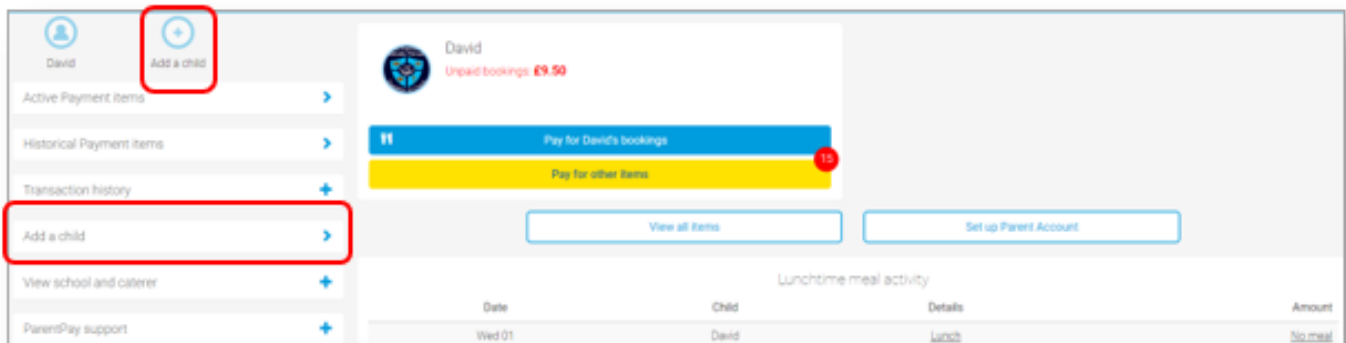
## Adding a child to your account using activation codes provided by the school

Whenever a school launches ParentPay for the first time, or a child starts at a school that is already using ParentPay, each pupil will be issued an activation letter containing unique activation codes.

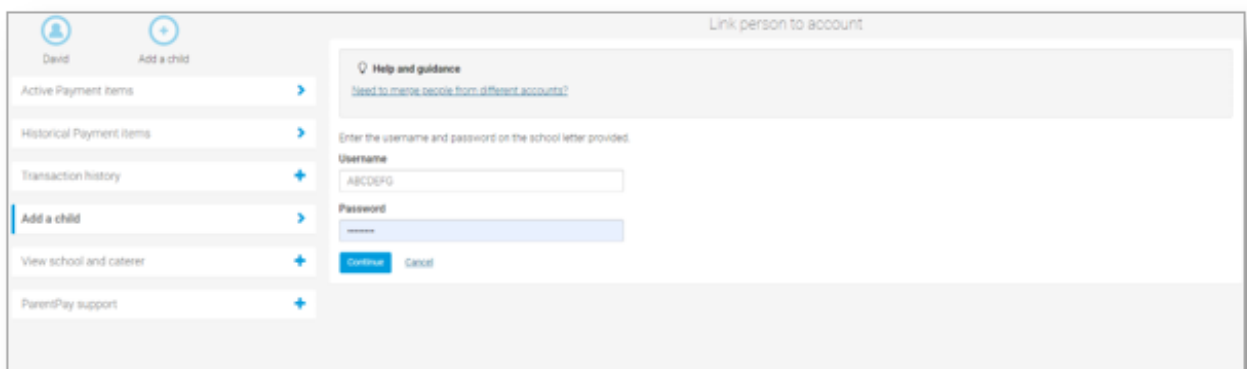
If you have never used ParentPay previously, you will need to use the codes in one letter to activate your account. (please see [Payer guidance- How to activate your account](#))

The activation codes in any subsequent letters can then be used to add a child to the original account.

1. Navigate to [www.parentpay.com](http://www.parentpay.com) and log into an existing activated account.
2. If using a computer, select the **Add a child** icon from the top left of the home page or from the menu on the left



If using a smart phone, or other mobile device, select the menu icon from the top of the page, and select **Add a child**.



Enter the activation codes exactly as written on the activation letter and select **Continue**.

Link person to your account

The following name has been associated with the details entered:

**Mary Bravo**

[Name not recognized?](#)

Enter the date of birth of the person named above to verify this account.

Enter the date of birth for the child you wish to add

Click **Confirm**



You will see confirmation that the child has been added successfully and you will be able to make payments for the newly added child.