

# ParentPay – Activation Guide



## If you do not have a mygovscot/MyAccount

1. Navigate to: [www.renfrewshire.gov.uk](http://www.renfrewshire.gov.uk)

2. Click on: -



3. Click on: -



There is a helpful video which will guide you through the process

4. Complete the form and keep a note of your username and password. Then follow the instructions below.



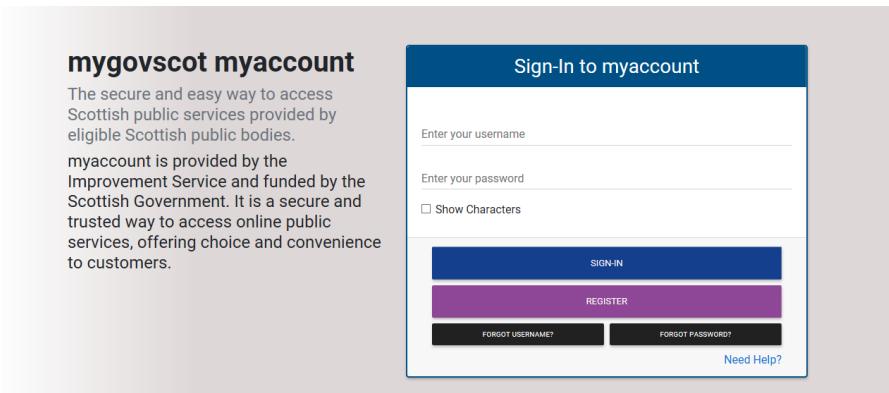
## If you already have a mygovscot/MyAccount

1. Navigate to: [www.parentpay.com](http://www.parentpay.com) and click on Login

2. Sign in using the mygovscot/myaccount section on the right hand side of the page.

The screenshot shows the ParentPay login interface. On the left, there is a 'Login' section with fields for 'Email/Username' (containing 'name@emailprovider.co.uk') and 'Password'. Below these are links for 'Forgotten your password?' and buttons for 'Login' (highlighted in yellow) and 'Back'. On the right, there is a note about using mygovscot for login, a 'Sign in with mygovscot' button, and a link for 'What is mygovscot myaccount?'

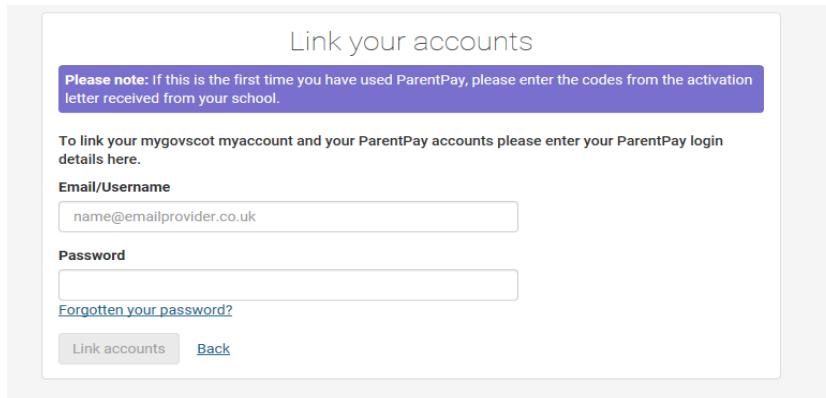
### 3. Sign-in to myaccount



The image shows the 'Sign-In to myaccount' page. At the top, it says 'mygovscot myaccount' and 'The secure and easy way to access Scottish public services provided by eligible Scottish public bodies.' Below this, it says 'myaccount is provided by the Improvement Service and funded by the Scottish Government. It is a secure and trusted way to access online public services, offering choice and convenience to customers.' The main form has fields for 'Enter your username' and 'Enter your password'. There is a checkbox for 'Show Characters'. Below the password field are buttons for 'SIGN-IN' (blue), 'REGISTER' (purple), 'FORGOT USERNAME?' (black), and 'FORGOT PASSWORD?' (black). At the bottom right is a link 'Need Help?'

### CONSENT

4. You will see your data from mygovscot and will be asked if you would like to share your core data with Parent Pay. Answer: Yes
5. Below is the next screen you will see. This is where you enter your ParentPay login details (from your activation letter)



The image shows the 'Link your accounts' page. At the top, it says 'Link your accounts'. Below this is a purple box with the text: 'Please note: If this is the first time you have used ParentPay, please enter the codes from the activation letter received from your school.' The main form has fields for 'Email/Username' (containing 'name@emailprovider.co.uk') and 'Password'. Below the password field is a link 'Forgotten your password?'. At the bottom are buttons for 'Link accounts' and 'Back'.

6. Once you have entered your details, you will no longer need your activation code as you will login using your mygovscot/MyAccount login details.
7. You will always use the mygovscot/myaccount login section to access your ParentPay account.



**Your ParentPay account is now activated and ready to use!**

### More than one child?

You can add up to 6 children to your ParentPay account. You will receive activation codes for each child. Use only one activation code to create your ParentPay account and then follow the instructions below to add other children.

1. Log in to your existing ParentPay account
2. Select 'Add a child' on the home page
3. Enter the username and password (activation codes) from the letter
4. Your child's name will be listed, select Add to my account
5. All done! You should now see your child's name on your homepage.