ParentPay – Activation Guide

In order to access ParentPay, you must have a mygovscot MyAccount login and password. If you don't have a MyAccount follow steps 1-7 to create one and if you do, go straight to step 8.

If you do not have a mygovscot/MyAccount

- 1. You will need a device that can connect to the Internet (smart phone, tablet, PC) to create an account and to use ParentPay.
- 2. Open any Internet browser (e.g. Internet Explorer, Google Chrome) type in: www.renfrewshire.gov.uk
- 3. This will display the screen below. Click on 'Sign in / Register for MyAccount' at the top left-hand side of the page

Sign in Register for MyAccount Sign-u	p for e-alerts	Renfrewsh
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Our Budget 2019/20	School holidays	Pay Council Tax
Pay your rent	Report a housing repair	Make an online payment
Check your bin collection day	Search for planning applications and appeals	Report a road or lighting fault
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A to Z of Services: A B C D E Services Benefits, money and debt advice	F G H I J K L M N O P . Solution Births, marriages and deaths	Q R S T U V W X Y Z
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A to Z of Services: A B C D E ServiceS Benefits, money and debt advice Business Caring for and protecting children and young people Community safety Council Tax Fostering and adoption Jobs and careers	F G H I J K L M N O P Service Caring for and protecting adults Caring for and protection Consumer advice and protection Consumer advice and protection Caring for advice and protection Caring for advice and protection Housing Leisure, culture and fourism Caring for advice and protection Caring for advice and fourism	Q R S T U V W X Y Z Find my nearest MyAccount Tweets @Renferwashire Council @ Weishing you could be coming to work with this morning? There still a few days left to get your
A to Z of Services: A B C D E ServiceS Benefits, money and debt advice Business Caring for and protecting children and young people Community safety Council Tax Fostering and adoption Jobs and careers Licensing	F G H I J K L M N O P Second Sec	R S T U V W X Y Z Find my nearest MyAccount Tweets WsRenCouncil @ WsRenCouncil @ WsRenCouncil @ There's still a few days left to get your application in for the Stakeholder and Communications Officer role within our
A to Z of Services: A B C D E ServiceS Benefits, money and debt advice Business Caring for and protecting children and young people Community safety Council Tax Fostering and adoption Jobs and careers Licensing Pay it online	F G H I J K L M N O P Births, marriages and deaths Caring for and protecting adults Caring for and protecting adults Community and living Community and l	R S T U V W X Y Z Find my nearest MyAccount Tweets @RenCouncil @ @RenCouncil @ @RenCouncil Mews Wishing you could be coming to work with ut this morning? There's sill a few days left to get your application in for the Stakeholder and Communications officer role within our Communications fiber role within our Communications fiber role Check t out here

4. Click on 'Register for MyAccount: -

My Account 杲	Sign-in Renfrewshire
Home Services	
MyAccount	
Register for MyAccount - our quick and easy online system putting you in control of your council a to. All you need to get started is an email address.	accounts, wherever you are, whenever you need
Registration and sign-in for your online customer account is powered by the Scottish Government checks who you are and allows you to use a single account to access a range of Scottish public s	's 'myaccount' service. It ervices online.
Register for MyAccount	Sign-in
With MyAccount you can:	traccount - How do Leo
 apply for housing benefit and upload your 	
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tax	Produce
✓ make a payment	
 request a special upint view a record of your requests 	
Renfrewshire My&count	
©2019 Renfrewshire Council	

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

5. Click here to start your registration

Regi	ster for mygovscot	100	Register for mygovscot with yon	1
registration for a f thicknyaccount ser provided by the So verifies aver accou- sign-in to other put myaccount So Acco- asked questions	Renfrewshire Council customer account uses vice. This is a secure and trusted service tottish Government. This service securely in with Renfrewshire Council. It also let you blic services in Scotland which use the . For more information read the frequently		If you already have a Yoti, you can use your Yoti to register for a myaccount. Yoti enables you to create an account with a higher verification level as you have already established your identity when creating your Yoti.	
	REGISTER WHAT IS MYACCOUNT?		REGISTER USING YOTT	
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6. The next screen looks like this and tells you a bit more about MyAccount. When you are ready, click on **START**

egister for Account					
INFORMATION BEFORE YOU BEGIN	STEP 1 WHO YOU ARE	STEP 2 WHERE YOU LIVE	STEP 3 REVIEW YOUR DETAILS	STEP 4 ADDITIONAL DETAILS	ACKNOWLEDGEMENT CONFIRMATION OF ACCOUNT
formation					
yaccount is the s	secure and eas	sy way to access	your public sector se	rvices online. It sav	es you time and effort by allowing you to access services online, rather than in-person or through the
ith a myaccount	, you can:				
Access your	public sector	services online u	ising just one usernar	ne and password.	
Conveniently	y update your a	account details -	like a new address or	phone number - wi	thout needing to contact each individual organisation.
Avoid having	g to re-register	with local public	sector services when	n you move to a nev	v part of Scotland.
• Ensure your	details remain	secure and are	visible only to the put	lic sector services y	you choose to use.
For some hi Reference N	gher value or s lumber or verif	ensitive services y your identity us	s, you may be asked to sing Yoti.	provide additional	information to raise your verification level before you access these services e.g. your Council Tax
START					

Follow the onscreen instructions to complete the form and keep a note of your username and password.
 If you have any problems creating the account, click on the **help** option at the bottom of the screen

STEP 3 STEP 3 STEP 3 STEP 3 STEP 4 ADMINISTRA DEGEMENT.	
ep 1: About You	
uidance Notes • This information helps us verify your details and create an account that's unique to you. • All fields marked with * are mandetory.	
t Name *	Sumame *
all Address *	Confirm Email Address *
ider*	Date of Birth * Day Month Vear
semame hoose a unique username for your socount. Make it something memorable, or simply use your email address.	
Use my email address as my username	

If you have a mygovscot/MyAccount

- 8. You will need a device that can connect to the Internet (smart phone, tablet, PC) to create an account and to use ParentPay.
- 9. Open any Internet browser (e.g. Internet Explorer, Google Chrome) type in: <u>www.parentpay.com</u>
- 10. Click on **Sign in with mygovscot/myaccount** on the bottom of the page.

ParentPay		Help Englis
	Login	
Important: Existing users add	ng a child - <u>Please read</u>	
Email/Username name@emailprovider.co.uk		
Password I Eorgotten vour password? Login		
s	gn in with Digital for 8 - 1	pocket money, L8 years.
What is mygovscot mysocount?	Sign up fo	1 month free
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11. Sign-in to myaccount using your mygovscot MyAccount username and password

mygovscol myaccount	Sign-In to myaccount		
The secure and easy way to access Scottish public services provided by eligible Scottish public bodies.	Enter your username		
myaccount is provided by the Improvement Service and funded by the Scottish Government. It is a secure and trusted way to access online public	Enter your password		
services, offering choice and convenience to customers.	SI	GN-IN	
	RE	GISTER	
	FORGOT USERNAME?	FORGOT PASSWORD?	
		Need Help?	

 You will see your data from mygovscot and will be asked if you would like to share your core data with Parent Pay. Click on the green coloured bar: <u>- Yes, take me there</u> 13. Below is the next screen you will see. This is where you enter your *ParentPay login details* from your activation letter and click on link accounts.

<u>Please note: If the Username has been pre-filled with your email address, please delete</u> this and only use <u>your Activation Username</u>

Please note: If this is the first time you letter received from your school.	have used ParentPay, please enter the codes from the activation
Fo link your mygovscot myaccount and letails here.	1 your ParentPay accounts please enter your ParentPay login
Email/Username	
Activation Username	
Password	
Activation Deceword	
ACTIVATION PASSWORU	

14. Once successfully linked you will see the message below, click on Continue to ParentPay

Your ParentPay account is now activated and ready to use!

15. This will take you to your ParentPay home page where you can now **pay for items** and see your account **transaction history**. There is a **help** page if you have any questions about using ParentPay

	Parent Account	: Communication Profile Setting	gs Help		Logout C +
Welcome, Linda Muir (lindamuir08@aol.com					ي ا
Zara Add a child		Zara			
Active Payment items	>				
Historic Payment items	>	Pay for oth	er items 🕨 🚺		
Transaction history 🗡	+		View all items	Sat up Parent Account	
Add a child	>		view diriterits	Set up Parent Account	
			Lunchtim	e meal activity	
View school and caterer	+	Date	Child	Details	Amount
ParentPay support	+	Wed 06	Zara	Lunch	<u>No meal</u>
		Tue 05	Zara	Lunch	<u>No meal</u>
		Mon 04	Zara	Lunch	No meal

Please note: The next time you log in to ParentPay, you will no longer need your activation code to access your ParentPay account, as you will login using your *mygovscot/MyAccount username and password* as shown in steps 8 - 11 above

More than one child?

You should **only create one ParentPay account** if you have multiple children to manage on ParentPay. You can add up to 6 children to your ParentPay account even if the children attend different schools.

If you receive 2 or more activation letters at the same time it doesn't matter which one you use to set up your ParentPay account for the first time.

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.