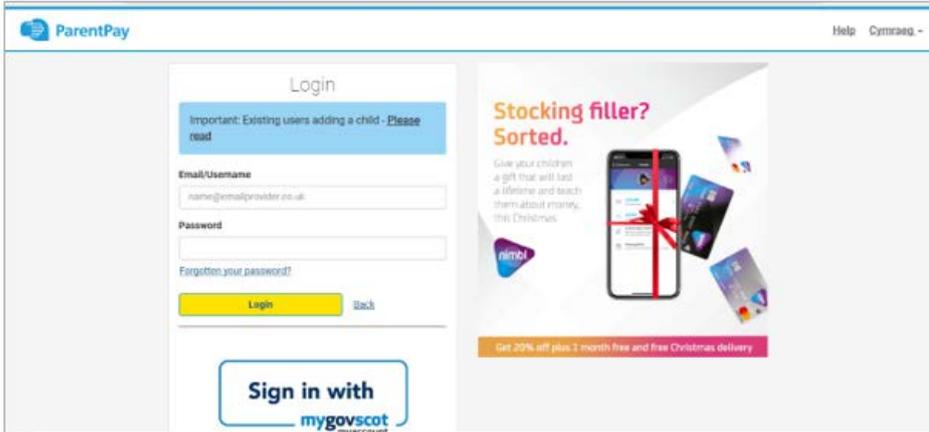


How to activate your account

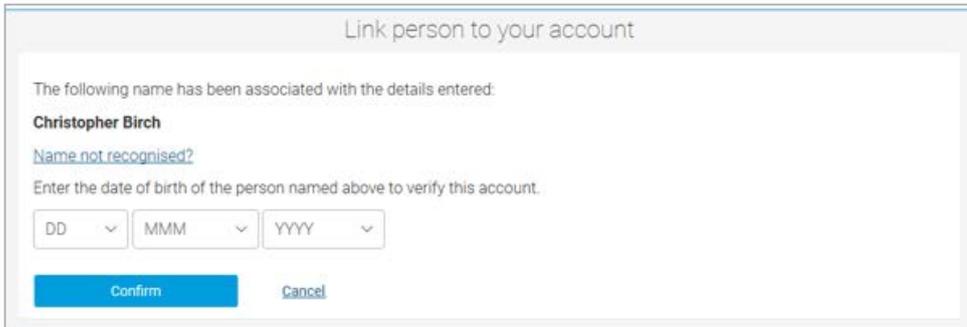
Before you can activate a ParentPay account, you will need the activation letter which is provided by your child's school. If you don't have this, please contact the school directly to request a copy.

1. Go to www.parentpay.com

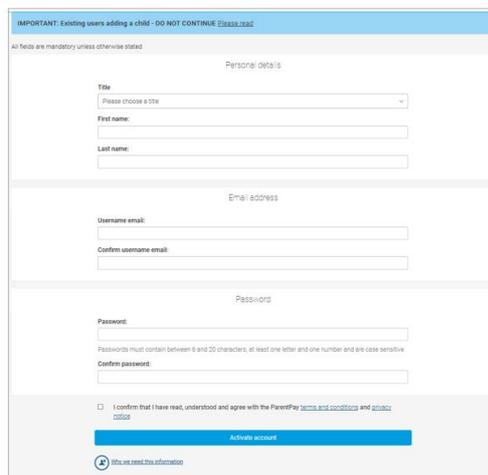


2. Type in the username and password provided in the activation letter from school, be sure not to confuse the letter l (for lima) with the number one (1) and the number 0 (zero) with the letter o (for oscar).

NB The user details are case sensitive and for one-time use only. They will become invalid after account activation



3. Confirm the details are correct and enter the date of birth for your child and click Confirm



4. Follow the on-screen instructions to successfully activate the account. You will need to enter in their name, an email address and select a password for the account (your email address will become your username) Read the ParentPay terms and conditions and click in the box to accept at the bottom of the page then click Activate account.
5. A verification email will be sent to the user. They will need to click on the link within the email to complete the process and access their account.

How to add a child to your account

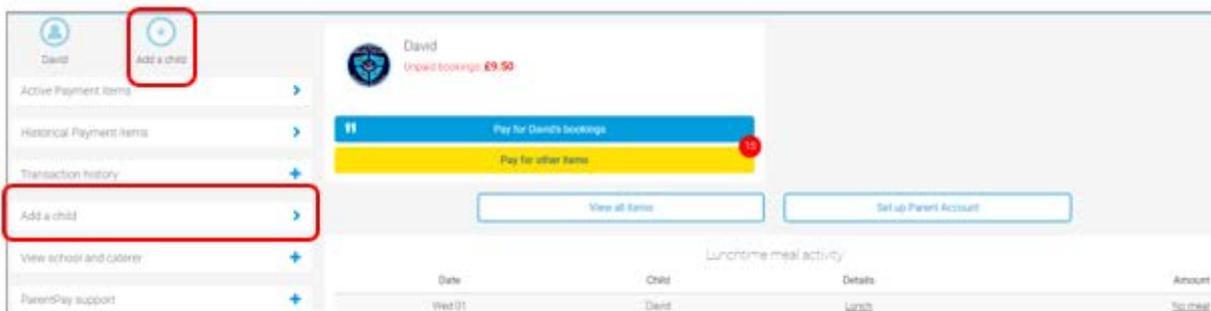
Adding a child to your account using activation codes provided by the school

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.

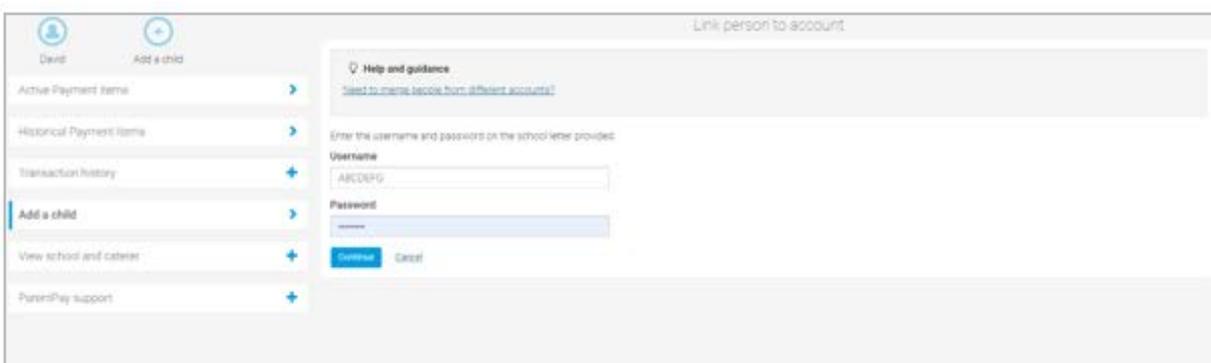
If you have never used ParentPay previously, you will need to use the codes in one letter to activate your account. (please see **Payer guidance- How to activate your account**)

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 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 recognised?](#)

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

02 Feb 2001

[Confirm](#) [Cancel](#)

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.