

# Welcome to ParentPay



ParentPay®

We would like to remove all cash and cheques from school, please help us to achieve this. You can now pay online or take cash into your local PayPoint store.

You will be sent an 'activation letter' in English which contains details to allow you to start using the ParentPay website. If you want to use PayPoint please contact the school they will order you a PayPoint card.

On the letter you will see:



**USERNAME:** your username

**PASSWORD:** your password

If you have lost this or haven't received it please contact your school for a copy - then follow these steps:

1. Go onto the Internet and find [www.parentpay.com](http://www.parentpay.com)
2. The Account Login box is in the top right corner of the screen
3. Enter the **USERNAME** and **PASSWORD** provided in your letter and click **ACTIVATE**
4. On the next screen you can choose to change your username and / or password to something you can remember
5. Enter your email address
6. Add a security question and answer
7. Add any other information requested on the screen
8. Then click **CONTINUE**

Your account will now be activated and you can pay your school for items listed on ParentPay.

If you choose to pay by PayPoint you will be given a card. Use this card at your local PayPoint store to make a payment.

Thank you for your co-operation.

[www.parentpay.com/parents](http://www.parentpay.com/parents)