<u>Setting up a ParentPay Account</u>

If you are an existing user wishing to add your child to an account, please skip to page 6.
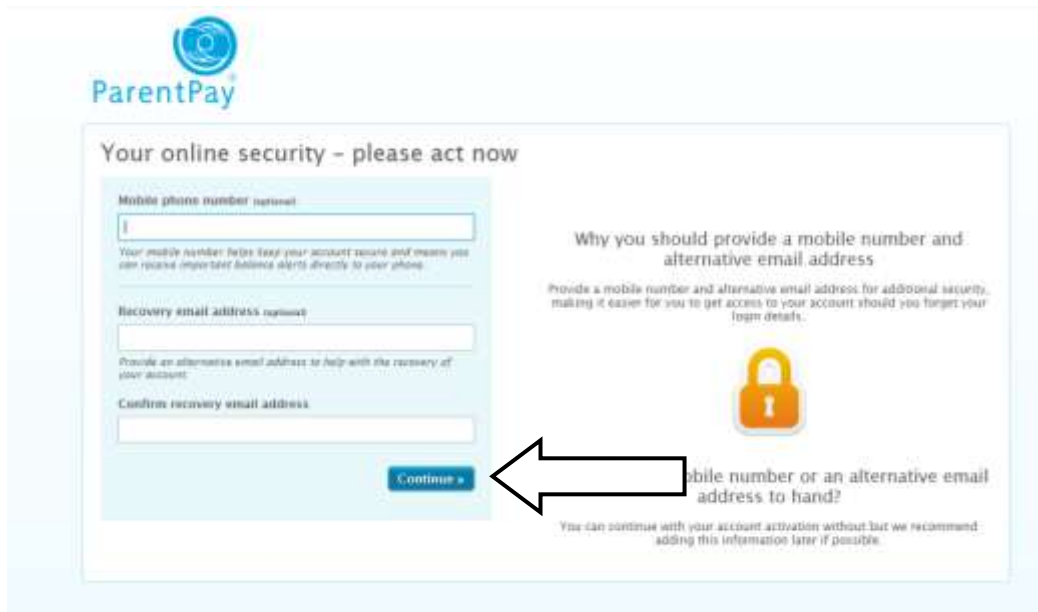
Go to www.parentpay.com and click on "Login"

Then enter the username and password supplied to you to log on for the first time and click on "Login"

You will then be asked to confirm your personal details, register an email address (which becomes your username) and enter a password of your own choice. After reading and accepting the ParentPay terms, click "Activate now".

Upon confirming your details you will get the option to enter a mobile number and recovery email address. Click "Continue".
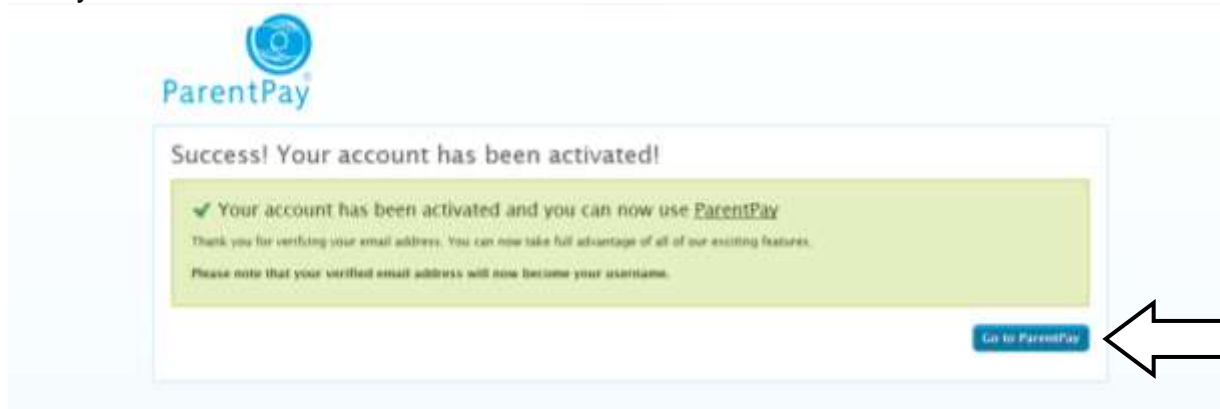
ParentPay will send you an email containing a link for you to verify your email address. Please ensure you verify your email address by clicking on the link sent in the email. Click "Go to ParentPay".

You will then be directed to the main ParentPay page where you can login using your new details.

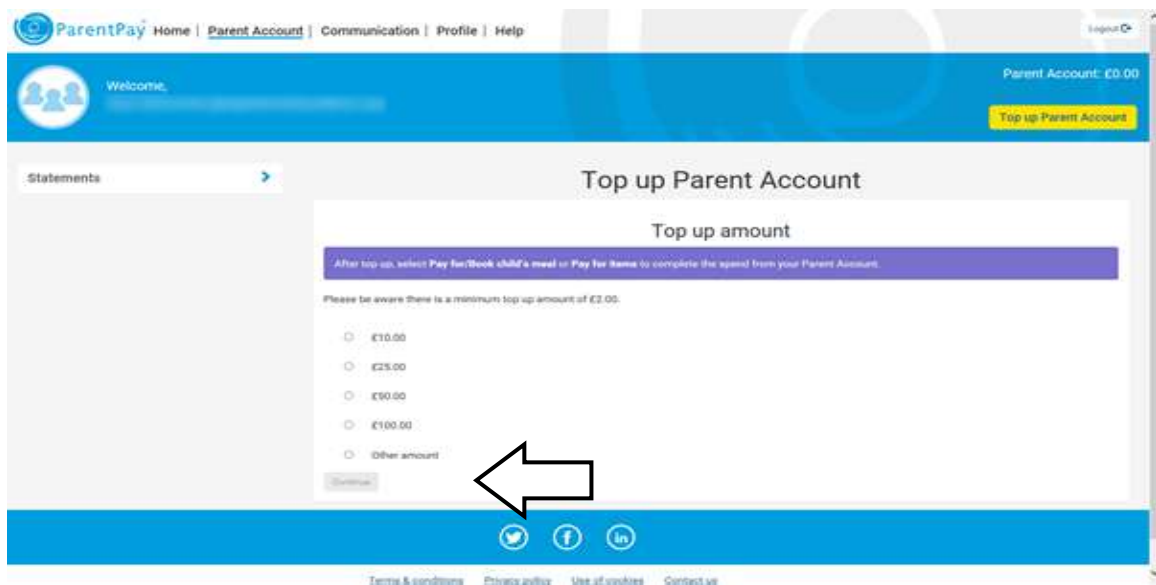You have now reached your ParentPay home page containing your child's details. By Clicking on the "Top up Parent Account'" tab you will be able to add funds to your ParentPay account.
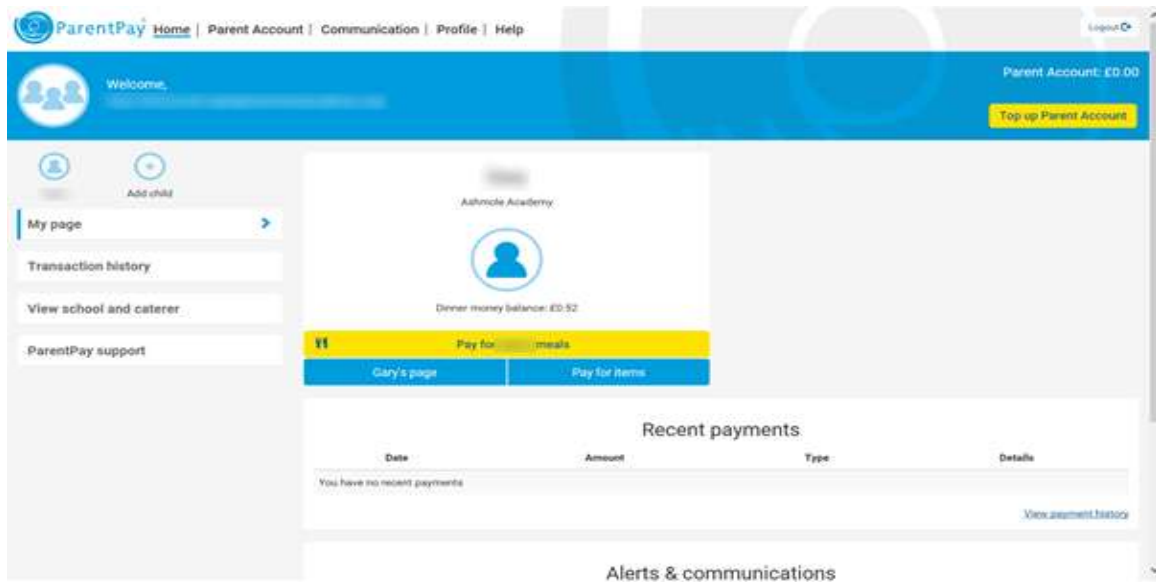
Select the amount you wish to top up and click "Continue".

Enter your card details and click on "Review and confirm payment".

Once the payment has been authorised, you can then use these funds to top up your child's catering account or pay for trips, music lessons etc. To do this, click "Pay for Items" under your child's name.

You will be able to see the service items that have been allocated to your child for payment. Select the payment item you wish to make payment for by clicking on "View details and pay". Please note that you can only pay as much as the balance in your Parent account which can be seen in the top right of your screen.
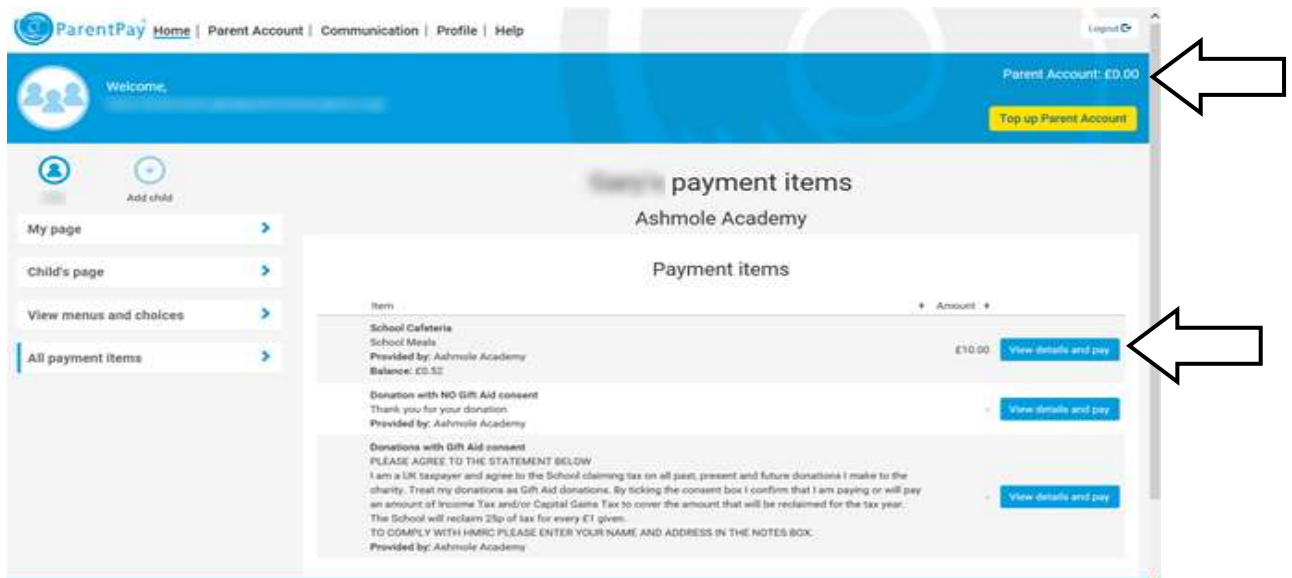
You will then see a box where you can edit the amount you wish to pay. Once you have selected the amount you wish to pay, click "Pay now". Check the details and commit by selecting Confirm Payment.
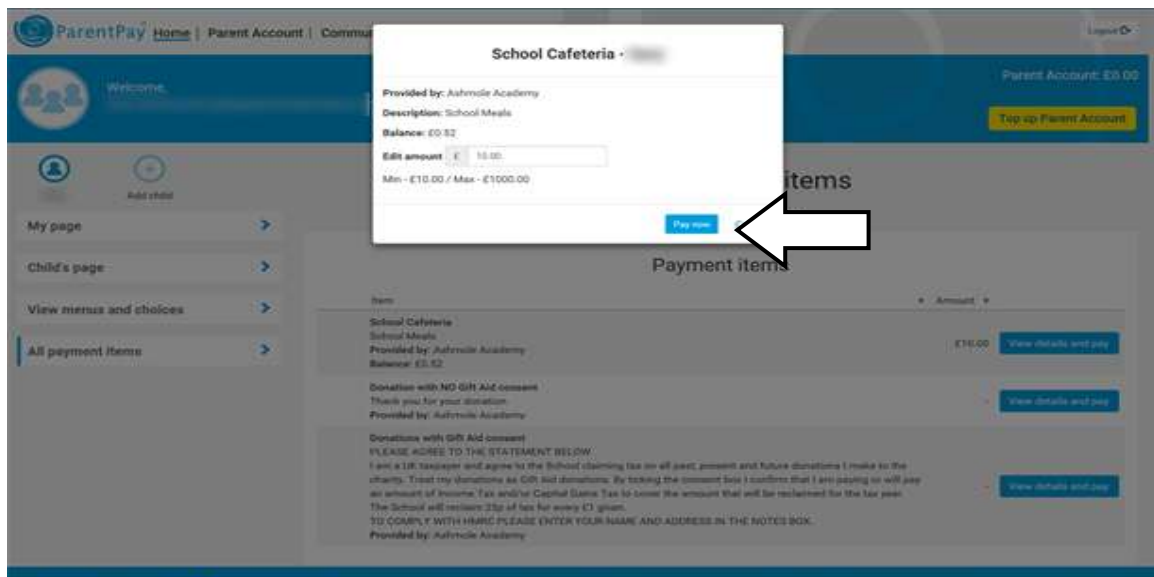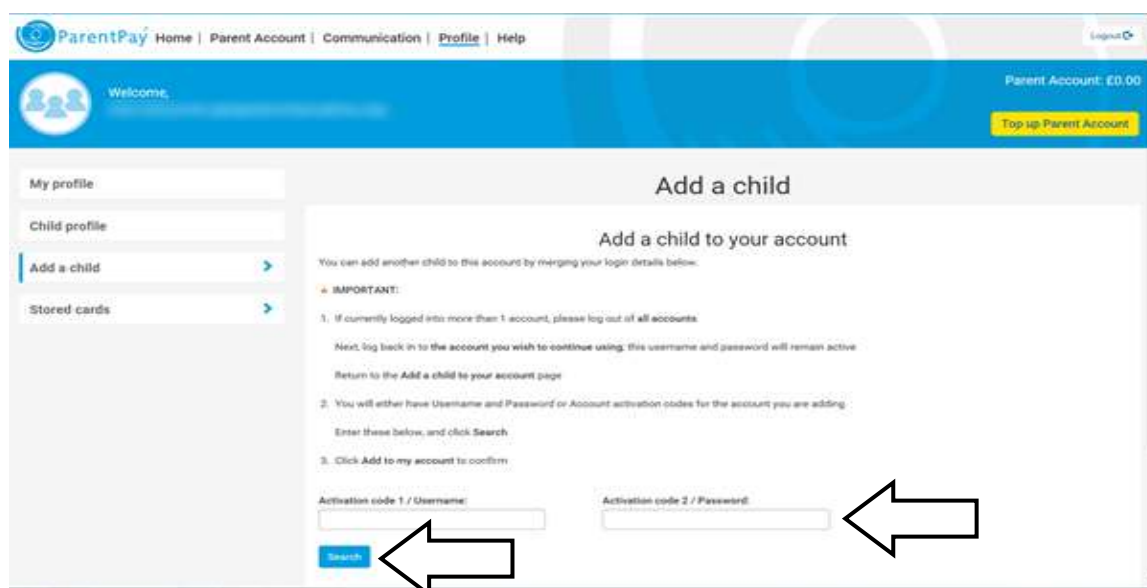
Adding a Child to an Existing Account

If you are an existing ParentPay user and wish to add your child to your account, please login using your existing details *not* the details sent to you by Ashmole Academy.

Once on your home page, click "Add child".
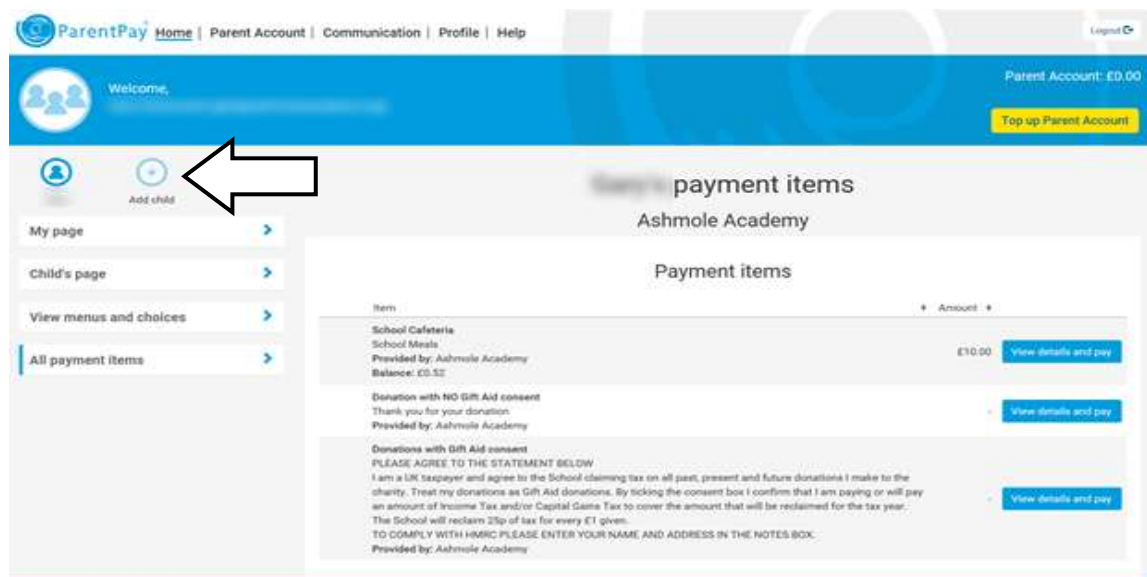
Here you will enter the username and password sent to you by Ashmole Academy. Click "Search". Select Add a Child to confirm.

Should you require any assistance please contact the Finance Department.