Whenever a school creates an item to pay for (such as a trip, uniform, or a club) they select which pupils or staff members to assign to the item. This assignment allows parents or carers to log into the ParentPay system and make a payment. To pay for items, please follow the steps below:

- 1. Navigate to **www.parentpay.com** and log into your payer account
- 2. Select one of the 3 options to view the items for payment

a. **Pay for <child's name=''''> meals** – located below the child's name in the pupil tiles in the centre of the page. This will only give the option to pay for school meals for a single child.

b. **Pay for other items** – located below the option to pay for meals in the pupil tiles in the centre of the page. This will only provide details of any items assigned this child.

c. Active payment items – on computers, this is located in the menu on the left side of the page. For mobile devices, this can be accessed by selecting the menu icon in the top left corner. This will list all items for payment assigned to any children or staff members linked to your payer account.

ParentPay Home Parent Account Comm	nunication Profile Settings Help	LopatO
Welcome, Alice Alpha (testperent854321@outlook.com)		₩ -1
Adam David Affe	Adam No upset bookings	David No urgani bookings
Active Payment Items	11 Make bookings	H Make bookings
Historical Payment Items	Pay for other harrs	Pay for other lans
Transaction history	Alfe Convertioning balance - 45.00	
Add a child	<u> </u>	
View school and caterier	Pay for Athen mean	
ParentPay support	Pay for other terms	
	View all items	Set up Parent Account

3. Select **View** against the required item for payment

Welcome. Alice Alpha (testpare	rt654321@out	look.com)			₩ -
(2) Adam	(a) David	(a) After	Desc Acheters +	Payment items	
Add a child			Alfre-School meals Balance: <5.00 School meals		an 💼
Active Payment items		,			

4. Enter the amount to pay, quantity required, or any other requested information.

5. You can either select **Add to basket** or you can pay via **Bank Transfer** if you have enabled this feature

School meals	Alfie - School meals Balance: £-5.00
Choose payment amount x £ 20.0d x Mn - £5.00 / Max - £250.00 (set by school) x 200 mark Transfer m/m to thirt? Add to basket Cancel	Payment

6. If you have selected Add to basket, select the basket icon in the top right corner of the screen to review the payment. You will then have the option to pay via **Parent Account credit**, **Bank Transfer**, **Visa Checkout** or **Other payment method**.

	0, .
1 item in basket	×
Alfie - School meals	£20.00
How to make a charity donation	
	<u>Edit basket</u>
Order summary	
Items:	£20.00
Total:	£20.00
Pay by Parent Account credit:	-£0.00
Amount to pay:	£20.00
Pay by	
Bank Transfer	
Tell Me More	
Other payment method	

Please note: If there is any credit in the Parent Account, this will be used to pay for the items. If the total of the items to pay for is greater than the Parent Account balance, the difference can be paid by other methods

7. Complete the payment process. Once the payment has been completed, a confirmation message will be displayed