Parents' Guide
Activate your ParentPay Account

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If you have yet to receive your login details please contact your school direct to obtain these.
Once you have activation login details from school please do as follows:

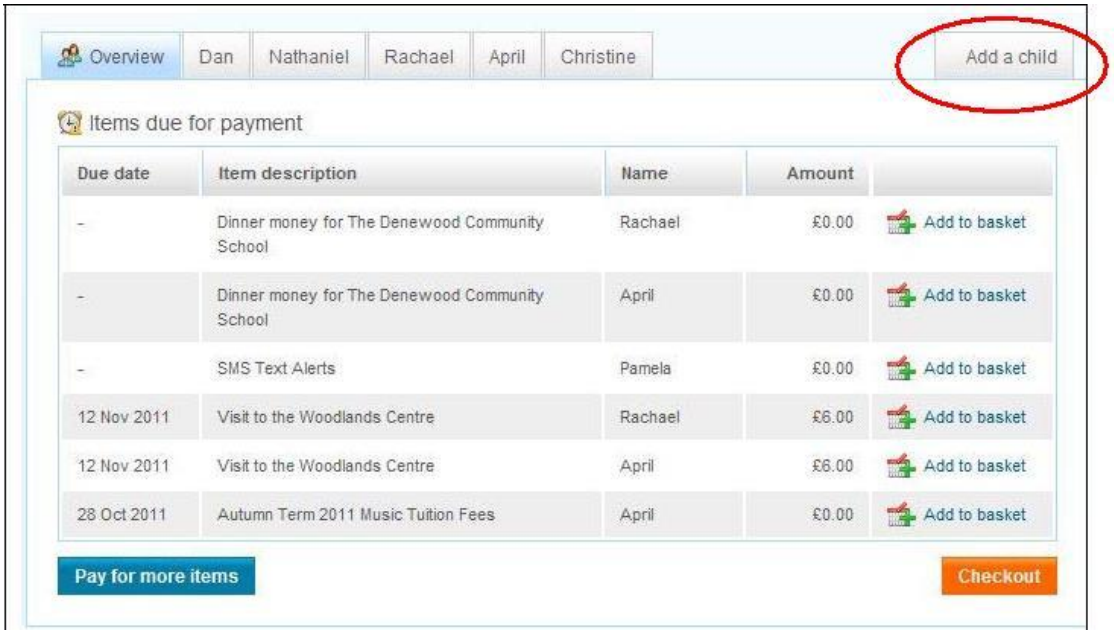
- Go to www.parentpay.com
- Go to the **Account login** area, top right of the ParentPay website home page
- Click on the **Activate link**
- Enter the **Login Details** provided by your child's school via an Activation Letter

Follow the onscreen instructions to activate your account.

Cross-school login: Adding a child to your account

If you have more than one child at the same school, or children at different schools that use ParentPay, you are able to **Add** those children to your newly activated or existing ParentPay account.

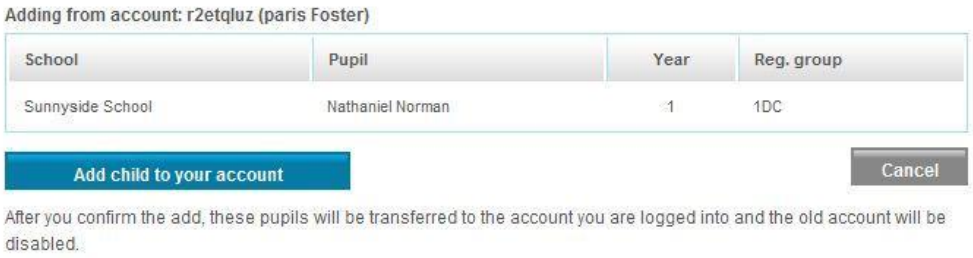
- Log into one account, this will become your 'main account' username and password.
- Click on **Add a child**.



Enter the **login details** for the child you wish to add.

Click **Search**.

The school, pupil name, year group and class will show on screen.



Click **Add child to your account** to confirm this is the child you wish to add to your account.

If you have more children that you would like to add to the account simply follow the above process until you have added all your children.