ParentPay - How to activate your child's account

1.   Go to www.parentpay.com

2.   Type in username and password received from school. Take care typing in UPPER and lower case letters. Also do not confuse the letter l (for lemon) with the number one (1) and the number 0 (zero) with the letter o (for orange).

     NB These user details are for one-time use only and will become invalid after account activation.

3.   Follow on-screen instructions to activate the account

4.   Read the ParentPay terms and conditions and click in the box next to Accept terms and conditions at the bottom of the page and click Continue

5.   You will see an overview of your activation on-screen and will receive an email confirming your account settings

6.   Click continue

     The account is now activated and you are ready to start making payments

     Choose the sub-account into which you wish to pay money e.g. if you wish to put money into your child's dinner money account, choose dinner money; if you wish to put money into a trip account, choose the trip your child wishes to go on.

     In order to ensure you can receive password reset emails, payment receipts and any email /SMS alerts that you may wish to request, please ensure you verify your email address by following the on screen prompts.