

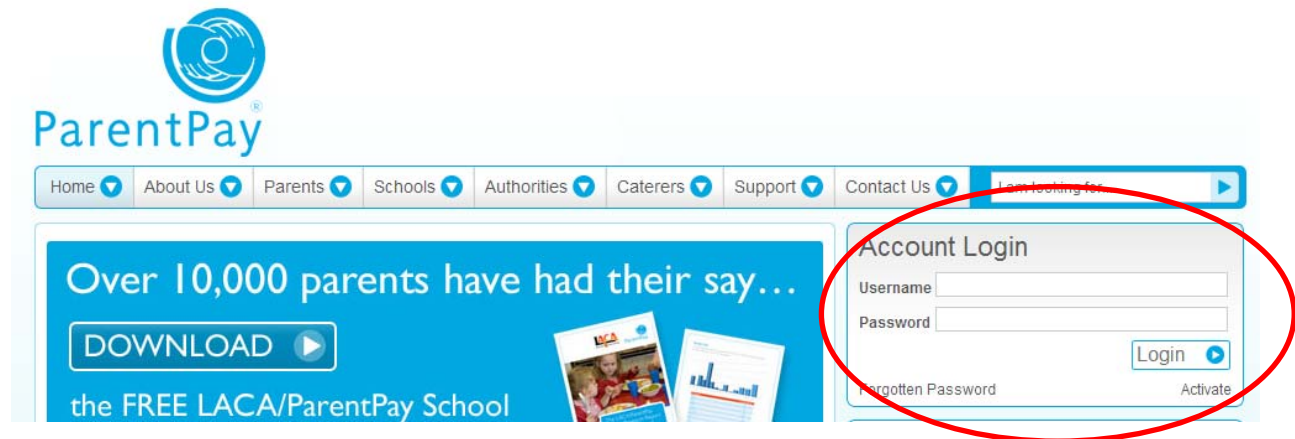
Account Activation & Single Account/login

In addition to a new look and feel one of the key features we've introduced is the ability for parents with children at different schools to add up to six children to a single account regardless of which school their children attend (providing those schools subscribe to ParentPay). This means parents will only ever have to remember one username and password to use ParentPay. **Here's how:**

New parent user

If you have more than one child at the same school or children at different schools that use ParentPay and have been provided with a username and password for those children, choose one child's details to activate your account.

Go to www.parentpay.com



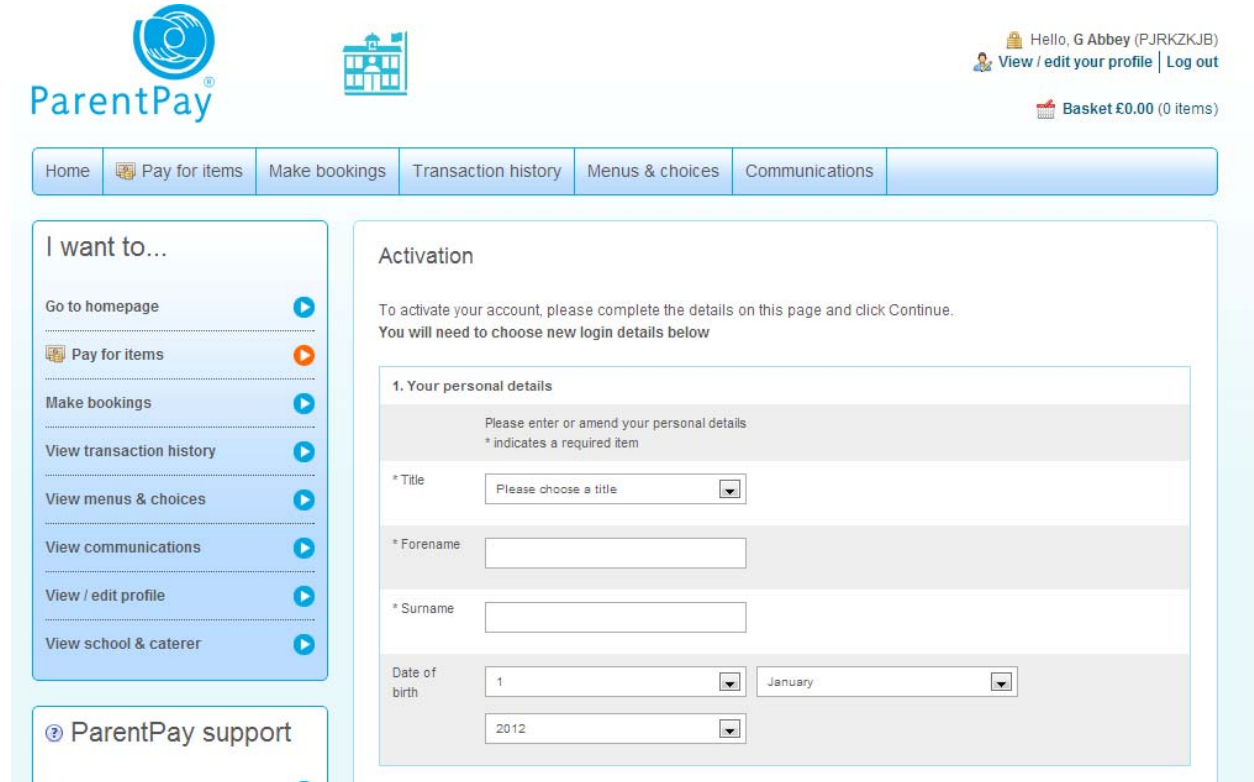
The screenshot shows the ParentPay website interface. At the top left is the ParentPay logo. Below it is a navigation menu with links: Home, About Us, Parents, Schools, Authorities, Caterers, Support, and Contact Us. A search bar is located to the right of the navigation menu. Below the navigation menu is a blue banner with the text "Over 10,000 parents have had their say..." and a "DOWNLOAD" button. To the right of the banner is the "Account Login" form, which is circled in red. The form contains fields for "Username" and "Password", a "Login" button, and links for "Forgotten Password" and "Activate".

Enter the username and password you have received for your child/one of your children in the account login area.

Click **Activate**.

Step 1 – Your personal details

Provide all information in the fields with a * alongside them as these are mandatory fields.



The screenshot shows the ParentPay website interface. At the top right, it says "Hello, G Abbey (PJRKZKJB)" with links for "View / edit your profile" and "Log out". Below this is a "Basket £0.00 (0 items)" indicator. A navigation bar contains links for Home, Pay for items, Make bookings, Transaction history, Menus & choices, and Communications. On the left, there is a sidebar with "I want to..." and "ParentPay support" sections. The main content area is titled "Activation" and contains the following text: "To activate your account, please complete the details on this page and click Continue. You will need to choose new login details below".

1. Your personal details

Please enter or amend your personal details
* indicates a required item

* Title

* Forename

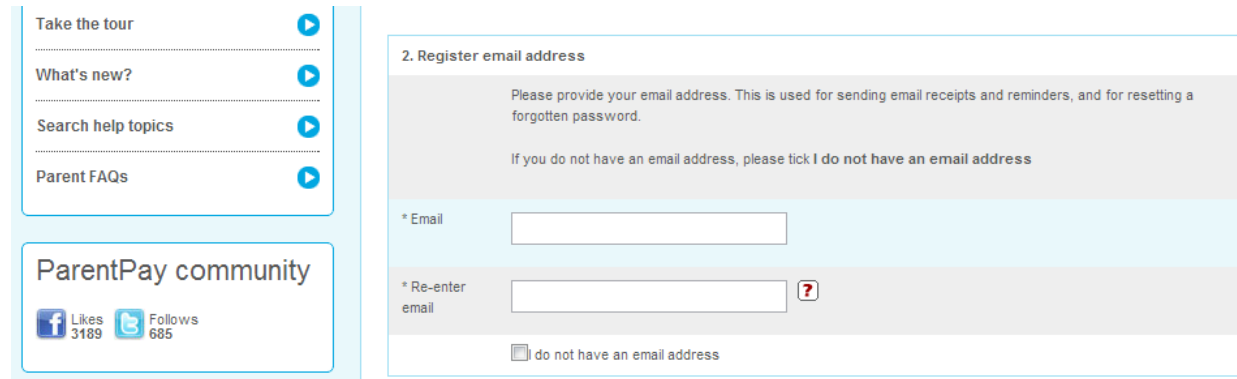
* Surname

Date of birth

Step 2 – Register email address

In order to send you automated payment receipt emails, password resets and so on ParentPay need you to provide and verify your email address. Please be aware that the email address you provide may also be used by your child's school for home-school communication purposes.

If you do not have an email address, you are still able to activate your account however you will be unable to receive automated emails from ParentPay or messages from your child's school.



The screenshot shows the ParentPay website interface. On the left, there is a sidebar with "Take the tour", "What's new?", "Search help topics", and "Parent FAQs" sections. Below this is a "ParentPay community" section with social media icons for Facebook (3189 Likes) and Twitter (685 Follows). The main content area is titled "2. Register email address" and contains the following text: "Please provide your email address. This is used for sending email receipts and reminders, and for resetting a forgotten password. If you do not have an email address, please tick I do not have an email address".

2. Register email address

Please provide your email address. This is used for sending email receipts and reminders, and for resetting a forgotten password.

If you do not have an email address, please tick I do not have an email address

* Email

* Re-enter email

do not have an email address

Step 3 – Choose your login details

Username: Your username is unique and whilst we recommend that you use your email address as your username, if you have already used your email address to activate an account for another child, you will be unable to re-use your email address for subsequent accounts.


However, you are able to create a single account login for all your children and therefore may wish to consider adding the child you are activating the account for to your existing ParentPay account See the '[Adding children to your single account/login](#)' section below for information on how to 'add children' to your account.


Password: Your password must be at least 6 characters and must include at least 1 letter and 1 number.

Secret question: This is required solely for instances where we are unable to identify you when you request a password or username reset and will help us confirm you as the owner of the account login.


3. Choose your login details

Next you need to choose the details you will use to login to your ParentPay account in future


* Username Use my email address as my username (recommended) 

I will choose my own: 


Username must contain at least 6 characters


Your password must contain between 6 and 30 characters and contain at least one letter and one number.
Passwords are case sensitive. 

* Password

* Re-enter password 

The secret question and answer can be used to help identify you if you forget your password

* Secret question 

* Secret answer 

Step 4: Confirm the terms and conditions

We recommend that you follow the link to the ParentPay terms and conditions and read them fully before ticking the box to confirm that you have read, understood and agree with the terms and conditions.

4. Confirm the terms and conditions

* Terms and conditions I confirm that I have read, understood and agree with the ParentPay terms and conditions

[Cancel activation](#) [Continue >>](#)

Click **Continue**

Your account is now activated and you will receive a confirmation screen confirming your username and password.

If you have other children that you need to activate an account for please see the '[Adding children to your single account/login](#)' section below for information on how to 'add children' to your account.

Existing parent user – creating a single account / login

IMPORTANT: you must log out of all your ParentPay accounts before you start.

Choose one account to 'add' the rest of your accounts to. This will become your single account / login for all your children in future; the username and password for this account will become the 'only' set of account login details you use in future.

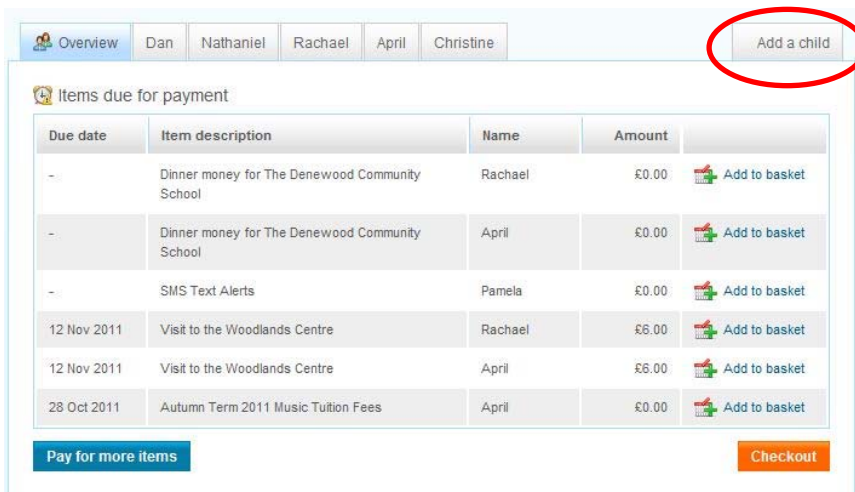
- Go to www.parentpay.com
- Login to the account you wish to have as your future login for all children/schools



Next: Go to the '[Adding children to your single account/login](#)' section below for information on how to 'add children' to your account.

Adding children to your single account/login

- Click on **Add a child**



Overview Dan Nathaniel Rachael April Christine **Add a child**

Items due for payment

Due date	Item description	Name	Amount	
-	Dinner money for The Denewood Community School	Rachael	£0.00	Add to basket
-	Dinner money for The Denewood Community School	April	£0.00	Add to basket
-	SMS Text Alerts	Pamela	£0.00	Add to basket
12 Nov 2011	Visit to the Woodlands Centre	Rachael	£6.00	Add to basket
12 Nov 2011	Visit to the Woodlands Centre	April	£6.00	Add to basket
28 Oct 2011	Autumn Term 2011 Music Tuition Fees	April	£0.00	Add to basket

Pay for more items Checkout

- Enter the **username and password** for your other child
- Click **Search**

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

Adding from account: r2etqluz (paris Foster)

School	Pupil	Year	Reg. group
Sunnyside School	Nathaniel Norman	1	1DC

Add child to your account

Cancel

After you confirm the add, these pupils will be transferred to the account you are logged into and the old account will be disabled.

Click **Add child to your account** to confirm this is the child you wish to add to your account. You can repeat the above process to add more children to your account.

You will then be directed back to your home page which will have changed slightly.