How to add a child to your account or merge accounts together

One of the key features of ParentPay is the cross-school login functionality. This enables parents or carers that have children attending multiple ParentPay enabled schools to have a single account for up to 6 children.

Adding a child to your account using activation codes provided by the school

Whenever a school launches ParentPay for the first time, or a child starts at a school that is already using ParentPay, each pupil will be issued an activation letter containing unique activation codes. If you have never used ParentPay previously, you will need to use the codes in one letter to activate your account. (please see <u>Payer guidance- How to activate your account</u>)

The activation codes in any subsequent letters can then be used to add a child to the original account.

1. Navigate to www.parentpay.com and log into an existing activated account.

2. If using a computer, select the **Add a child** icon from the top left of the home page or from the menu on the left

Lavid Add a chied	•	David Urpairbookings (9.50			
Historical Payment items	>	11 Pay for Davi	ids bookings		
Transaction history		Pay for of	ver Kerns		
Add a child	•		View all items	Set up Parent Account	
View school and caterer	+		Lunchtime meal activity		
		Date	Child	Details	Amount
ParentPay support	+	Wed 01	David	Lunch	No meal

If using a smart phone, or other mobile device, select the menu icon from the top of the page, and select **Add a child**.

A A A A	Link person to account	
David Add a child Active Payment items	Help and guidance Med to matter becicle from different accounts?	
Historical Payment Items	Enter the username and password on the school letter provided.	
Add a child	ABCDEF0 Password	
View school and caterer	Terms Cased	
ParentPay support	Contrue Cancel	
rannay second		

Enter the activation codes exactly as written on the activation letter and select Continue.

	Lin	k person to your account	
The following name has been associated with	the details entered:		
Mary Bravo			
Name not recognised?			
Enter the date of birth of the person named ab	ove to verify this account.		
02 • Feb	• 2001		
Confirm Cancel			

Enter the date of birth for the child you wish to add

Click Confirm

Success!	
Accounts have been merged.	

You will see confirmation that the child has been added successfully and you will be able to make payments for the newly added child.