How to pay for items

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.

Adam David	(A) Afte	Adam No unpaid bookings	David No unpaid bookings
Add a child ictive Payment items		11 Make bookings	11 Make bookings
		Pay for other items	Pay for other items
Historical Payment items Transaction history Add a child	+	Alfie Driver money balance (5.00	
iew school and caterer		11 Pay for Athens meals	
arentPay support		Pay for other terms	
and of adapted		View all Items	Set up Parent Account

3. Select View against the required item for payment

Welcome. Alice Alpha (testparent					۰ 🛒
Adam	a David	Afe	Payment items		
Add a child			Alfie - School meals Balance: - 45.00 School meals	C5.00	-
ALL THE TRANSPORT	_	-			_

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

Alfie - School meals Balance: £-5.00
Payment amount
c 20.00 × Win-25.00 / Max - £250.00 (set by school) Image: Transfer What is this?
Add to basket Gancel

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 summar	'y
Items:	£20.00
Total:	£20.00
Pay by Parent Account credit:	-£0.00
Amount to pay:	£20.00
Pay by	
Bank Transfe	er
	out
Tell Me M	lore
Other payment meth	nod

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