


How to activate your account

Before you can activate a ParentPay account, you will need the activation letter which is provided by your child's school. If you don't have this, please contact the school directly to request a copy.

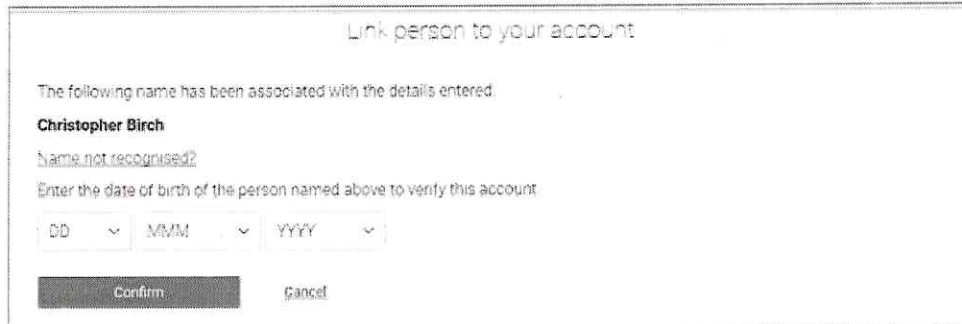
1. Go to www.parentpay.com



The screenshot shows the ParentPay login page. At the top left is the ParentPay logo. On the right, there's a 'Help' link and a 'Dropping' dropdown menu. The main heading is 'Login'. Below it, there's a note: 'Important: Existing users adding a child - Please read'. The login form includes fields for 'Email/Username' and 'Password', a 'Forgot your password?' link, and 'Login' and 'Back' buttons. Below the form is a 'Sign in with mygovscot' button. To the right of the form is a promotional banner for 'Stocking filler? Sorted.' featuring images of gift cards and a smartphone. At the bottom of the banner, it says 'Get 20% off plus 3 months free and free Christmas delivery'.

2. Type in the username and password provided in the activation letter from school, be sure not to confuse the letter l (for lima) with the number one (1) and the number 0 (zero) with the letter o (for oscar).

NB The user details are case sensitive and for one-time use only. They will become invalid after account activation



The screenshot shows the 'Link person to your account' page. The heading is 'Link person to your account'. Below it, a message states: 'The following name has been associated with the details entered: Christopher Birch'. There's a link 'Name not recognised?'. Below that, it says 'Enter the date of birth of the person named above to verify this account'. There are three dropdown menus for 'DD', 'MM', and 'YYYY'. At the bottom, there are 'Confirm' and 'Cancel' buttons.

3. Confirm the details are correct and enter the date of birth for your child and click Confirm



The screenshot shows the account verification page. At the top, there's a warning: 'IMPORTANT: Existing users adding a child - DO NOT CONTINUE (Click here)'. Below this, it says 'or have an existing account, please click here'. The page is divided into three sections: 'Personal details', 'Date of birth', and 'Password'. Each section has a heading and a form field. At the bottom, there's a 'Confirm account' button. Below the button, there are two numbered steps: 1. 'If you have not received your activation code, please click here' and 2. 'If you have received your activation code, please click here'.

4. Follow the on-screen instructions to successfully activate the account. You will need to enter in their name, an email address and select a password for the account (your email address will become your username) Read the ParentPay terms and conditions and click in the box to accept at the bottom of the page then click Activate account.
5. A verification email will be sent to the user. They will need to click on the link within the email to complete the process and access their account.

