



How do I activate my account?

To create a new account, you will need to have the account activation letter provided by your school to hand. You will also need to be able to access your email as your email address will become your new username and is used for the verification process.

If you have lost your activation letter or not yet received it, please contact your school.

Please note, if you have previously had a ParentPay account you should attempt to login to this account and follow the add a child process, rather than creating a new one.

1. Navigate to www.parentpay.com
2. Select **Login** at the top right corner of the screen
3. Enter the **username** and **password** (activation codes) provided in your account activation letter and select **Login**
4. Complete the activation as detailed on the screen

You can now log in to your account.

Add child to an existing account

Existing users please read below before you Add a child to your ParentPay account.

DO NOT activate the new account, please follow the steps below:

1. Log in to your existing ParentPay account
2. Select 'Add a child' on the home page
3. Enter the username and password (activation codes) from the letter
4. Your child's name will be listed, select Add to my account
5. All done! You should now see your child's name on your homepage

Please note: Currently it is NOT possible to merge two accounts that have already been activated.

You can add up to six children at different schools to one ParentPay account.