

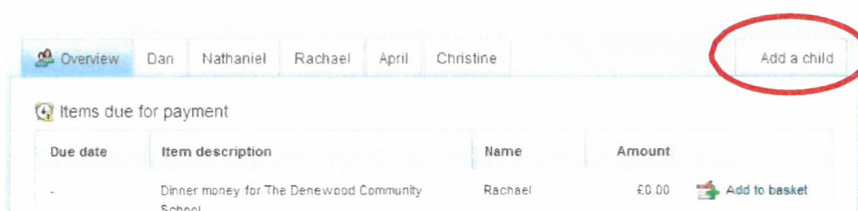
For parents already using ParentPay

One of the key features of ParentPay is “cross-school login” functionality, enabling payers with children at different schools to add up to six children to their account, regardless of which school their children attend. The schools must all subscribe to ParentPay for a payer to be able to merge their accounts for children at different schools.

Existing parent user – Add a child

The payer needs to choose one account to ‘add’ the other children to. The username and password for this account will become their ‘main’ account.

- Go to www.parentpay.com
- Login to the account they wish to have as their main login for all children/schools
- Click on the **Add a child** tab from their home page



- **Enter the username and password** for the child they wish to add.
- Click **Search**.

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.

➤

They can repeat the above process to add a maximum of six children to their account.

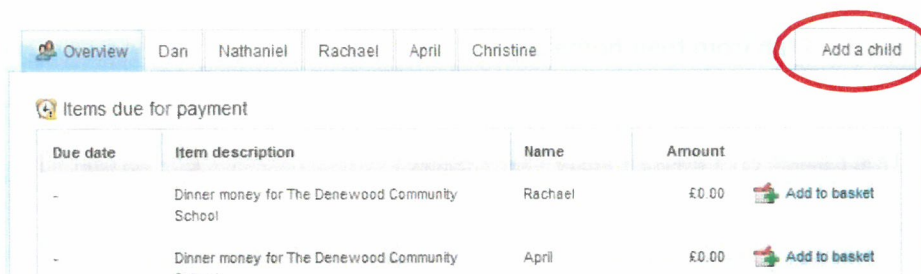
New parent user – Add a child

If the payer has 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 the children they should choose one child's activation username and password to activate their account.

This account will then become their 'main' account (login) for all children. Go to

www.parentpay.com

- **Enter the username and password** they have received for one of their children in the Account login area
- Click **Activate**
- Click on the **Add a child** tab on their home page



- **Enter the username and password** for the child they want to add
- 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
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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 they wish to add to their account

They can repeat the above process to add a maximum of six children to their account.