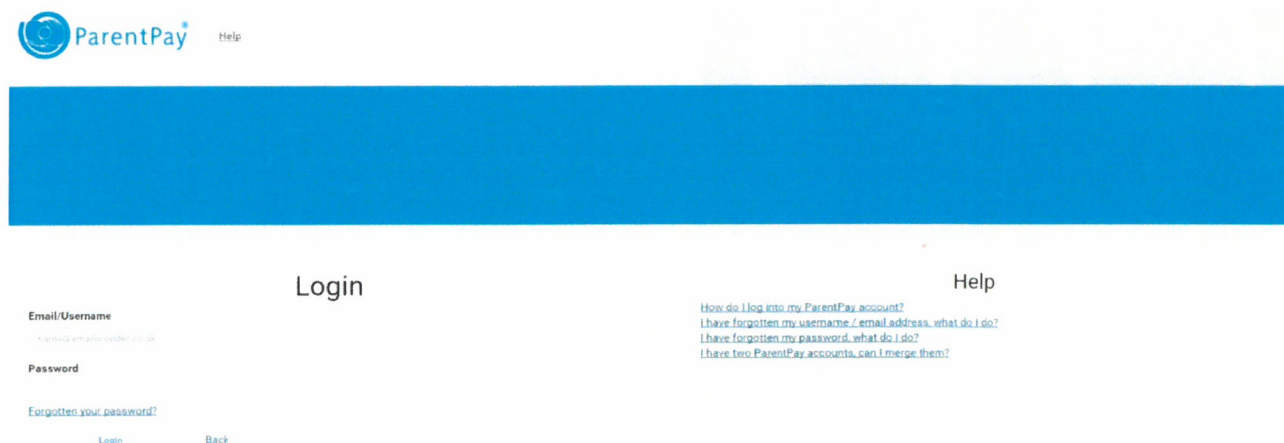


How do I log into my ParentPay account?

You will receive an Activation Letter from the school, club, or organisation advising you of your unique **Username** and **Password**.

These login details are for one-time use only. The details will become invalid after you have activated the account and selected your own preferred username and password.

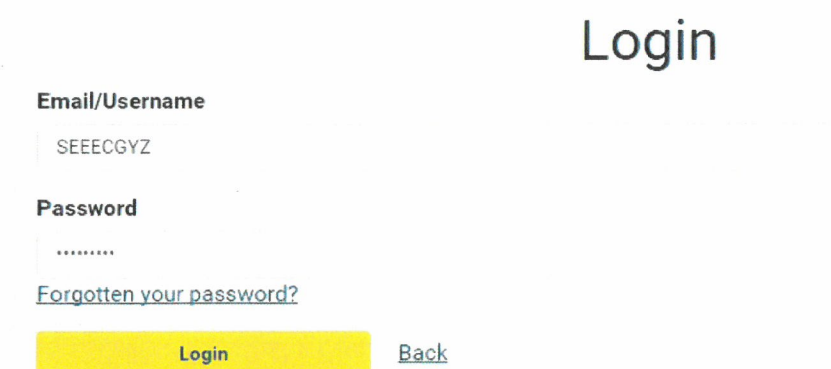
Step 1: Go to www.parentpay.com and access the login screen.



The screenshot shows the ParentPay login page. At the top left is the ParentPay logo and a 'Help' link. Below this is a large blue header bar. Under the bar, the word 'Login' is centered. To the left of 'Login' are labels for 'Email/Username' and 'Password' with corresponding input fields. Below the 'Email/Username' field is a link for 'Forgotten your password?'. To the right of 'Login' is a 'Help' link. Below the 'Help' link are four links: 'How do I log into my ParentPay account?', 'I have forgotten my username / email address, what do I do?', 'I have forgotten my password, what do I do?', and 'I have two ParentPay accounts, can I merge them?'. At the bottom left are 'Login' and 'Back' buttons.

Step 2: Type the **username and password** received in the activation letter into the **Email/Username** and **Password** boxes on the Login screen.

Ensure you do not confuse the letter I (for India) with the number one (1) and the letter O (for Oscar) with a zero (0).



This screenshot shows the login page with sample text entered. The 'Email/Username' field contains 'SEEECGYZ' and the 'Password' field contains '*****'. The 'Forgotten your password?' link is visible below the password field. The 'Login' button is highlighted in yellow, and the 'Back' link is to its right.

Step 3: Follow the on-screen instructions to successfully activate the account.

These fields are mandatory:

- Enter your **Title, First name** and **Last name**.
- Enter your **Email address**. This will become your username when you log into your ParentPay account in future.
- Create a **password** (passwords are case sensitive, must be between six and twenty characters and contain at least one number).
- Read the ParentPay **terms and conditions** and tick the box to accept the terms and conditions.
- Click **Activate now**.

Activate your account today

The screenshot shows the 'Activate your account today' form. It includes fields for Title (Mrs), Name (Minnie Mouse), Email address (mmouse@mousemail.com), Confirm email address (mmouse@mousemail.com), Create a password (masked with dots), and Confirm password (masked with dots). Below the password fields is a checkbox for 'I confirm that I have read, understood and agree with the ParentPay terms and conditions and privacy policy'. At the bottom right is a blue button labeled 'Activate now »'.

IMPORTANT NOTE: If you receive a notification that the email address you have entered has already been used this will mean you already have an existing ParentPay account. In this instance you simply need to log into your existing account, go to the **Add a Child** tab, and add the activation codes for the new account.

These fields are optional:

- Enter your mobile telephone number
- Enter a recovery email address if you have an alternative email
- Click **Continue**

Your online security – please act now

The screenshot shows the 'Your online security – please act now' form. It includes fields for Mobile phone number (optional), Recovery email address (optional), and Confirm recovery email address. At the bottom right is a blue button labeled 'Continue »'.

Step 4: A verification email will be sent to the email address you listed. You will need to click on the link within the email to activate and access your account.

You're only one step away from using ParentPay!

Mrs Minnie Mouse supporttest101@parentpay.com

[Click here](#) to verify your email address and confirm your account.

Verify your email address

Didn't sign up for ParentPay?

If you have received this email in error, it's likely someone mistyped their email address. If you did not sign up for ParentPay, simply disregard this email. You do not need to take any further action.