ParentPay

Information if you have more than one child at school

Existing parent user – Add a child

IMPORTANT: the parent must log out of all their ParentPay accounts before proceeding.

Please choose one account to 'add' the rest of your child/children; the username and password for this account will become your single set of login details – giving access to the combined login for your child/children.

What to do next
· Go to www.parentpay.com
· Login to the account you wish to have as your future login for all children/schools
· Click on the **Add a child** tab on their home page
· **Enter the username and password** for the child they wish to add.
· Click **Search**
· The school, pupil name, year group and class will show on screen.
· Click **Add child to your account** to confirm this is the child you wish to add to the account

This can be repeated until with a maximum of six children

New parent user – Add a child

If you have more than one child at the same school or child/children at different schools that use ParentPay and have been provided with a username and password (account activation codes) for those you should choose one child's activation username and password to activate their account. This account will then become your 'main' account (login) for all your child/children.

What to do next:
· Go to www.parentpay.com
· **Enter the username and password** you have received for one of your child/children in the Account login area
· Click **Activate** and follow the onscreen guidance to activate your account; next
· Click on the **Add a child** tab on your home page
· **Enter the username and password (account activation codes)** for the child you want to add
· Click **Search**
· The school, pupil name, year group and class will show on screen
· Click **Add child to your account** to confirm this is the child you wish to add to the account
This can be repeated to add more children to your account up to a maximum of six.