Adding and using Parent Account Credit

You can choose to maintain a balance in your **Parent Account**. This will help with budgeting and mean that you can make faster payments for school items.

**Topping up your Parent Account:**

1. Navigate to [www.parentpay.com](http://www.parentpay.com) and log in to your account.
2. Select **Add Parent Account credit**

3. Choose a set amount to top up or enter an amount manually in the ‘Other amount’ box

4. Select **Pay Now**
5. If you have a stored card(s) on your account you may select and pay with this card, entering only the Security code/CVV and selecting **Review Payment**

6. If you have no stored cards, or you wish to use a card not currently saved on your account, select **Edit card / Use different card**. You can now enter your card details into the secure payment page. Select **Review Payment** and then **Make Payment** to complete the top up process.

If you do not wish to make a payment for an item at this stage but simply want to leave credit on your account, you can simply return to the home page or log out.

**Making a payment using your Parent Account balance:**

1. From your homepage, you can either use a quick meal payment link (where available) or you can select ‘Pay for other items’ for the child whom you wish to make a payment for.

Selecting to pay for a meal item will take you immediately to the payment pop up for that item. Please enter the amount and then **Pay by Parent Account**
NOTE: if this is a bookable meal item you will be taken to the bookings screen where you can make your choices and then pay for them.

2. You will receive a success notification of your payment at the top of the screen.

3. If you select **Pay for Other items**, you will see a list of school items available for payment. Select **View details and pay**

4. Enter the amount you wish to pay and select **Pay by Parent Account**

   Note: If there is insufficient credit to cover the cost, you will be prompted to add to basket