How to pay for items

To pay for school items you would need to –

1. Navigate to www.parentpay.com and log into your account
2. Select either Pay for …….meals or Pay for other items for the child you want to pay for

3. Enter the amount you wish to pay (between the minimum and maximum amount set by school) and select Add to Basket.
   Note: if you have sufficient credit in your Parent Account, you can select to Pay by Parent Account
4. You can select to **View basket and pay** or if you wish to pay for more items select **Continue Shopping**

![Image of View basket and pay and Continue shopping buttons]

5. Select either **Pay for .......meals** or **Pay for other items** for the child you want to pay for (the basket will show that there is an item awaiting payment)

![Image of ParentPay website interface with meal options]

6. By selecting **Pay for other items**, you will see a list of all the items available to make payment for. Note: you can use the filter at the top of the page to see items for all of your children

7. **Select View details and pay**

![Image of Payment items list with options to view details and pay]
8. Enter the amount you wish to pay and select **Add to Basket**

9. Select **View basket and pay** or **Continue Shopping**

10. Review your payment and then select **Pay now** or **Continue Shopping**

11. 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

   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.

12. Select Review Payment and then Make Payment to complete the process.