Viewing and updating a child’s details

Payers are able to view and update details for all children linked to their account.

To view these details

1. Navigate to [www.parentpay.com](http://www.parentpay.com) and log in

2. Navigate to the Profile tab

3. Navigate to Child Profile
4. There are two sections available for editing:

- **Child details** - this section contains personal data relating to the child including name, date of birth, year and registration details, school meal data and any relevant dietary needs.

  **NOTE**: These details have been imported from the school’s Management Information System (MIS) and cannot be edited by payers within the Payer application. If you need to change these details please inform the school and they will be updated during their next data upload.

- **Child contacts** - this section contains the preferred contact details for a child. If you have added multiple children to your account, each will be listed separately. All email addresses and mobile numbers you have registered will be shown against
each child. You can edit these details directly by selecting the **Edit** button against the appropriate row.

<table>
<thead>
<tr>
<th>Child</th>
<th>School</th>
<th>Email</th>
<th>Mobile</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bella</td>
<td>Octavia Primary School</td>
<td><a href="mailto:mrsshelfey@email.com">mrsshelfey@email.com</a></td>
<td>01234567891</td>
</tr>
<tr>
<td>Cara</td>
<td>Octavia Primary School</td>
<td><a href="mailto:mrsshelfey@email.com">mrsshelfey@email.com</a></td>
<td>01234567891</td>
</tr>
</tbody>
</table>

**NOTE:** the contact details must be for adult contacts, not the child’s personal contact information.

When editing, you are able to add, edit and delete email addresses. You can also resend a verification link if you have not yet verified this address.

You can also add, edit and delete mobile numbers.
From here you can also enter the Mobile Registration PIN, to register a mobile number. You must have topped up your Text Balance if you intend to register a mobile number and receive alerts via text message.

**NOTE:** the registration text and any subsequent text alerts cost 6p, which will be deducted from your text balance each time you register a number.

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**Edit mobile number for Bella Shelley**

New mobile number has been saved

Current mobile number: 01234567891 (Not registered)

Send registration PIN

Delete the above mobile number

Enter mobile number or replace existing number below

New mobile number:

Save

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**Enter mobile registration PIN for Bella Shelley**

If you have received a Mobile Registration PIN for the above number, enter PIN below

Registration PIN:

Register

Click here to return to list of children