

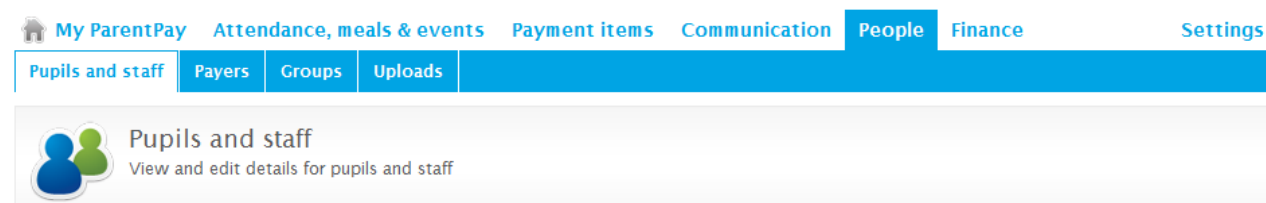
Creating a Secondary Payer Account

Some family situations may mean that payers require a second payer account for a child, for example if parents are separated or divorced.

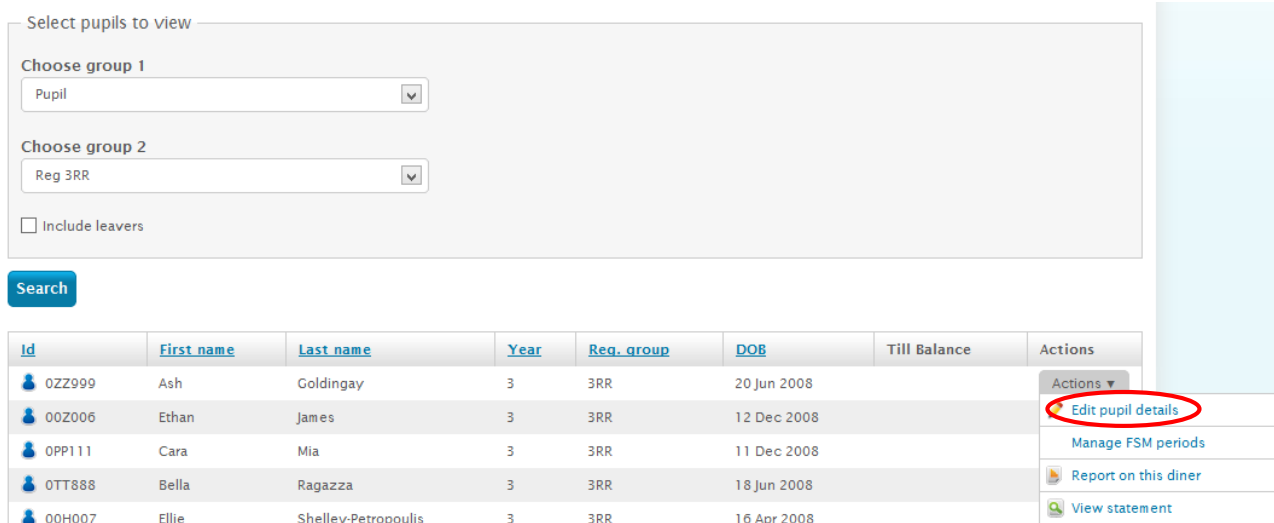
In these instances School Managers are able to create a Secondary Payer Account which will provide both payers with the ability to make payments for the child.

How to Create a Secondary Payer Account

Go to **People > Pupils and staff**



- **Choose group 1:** Pupil
- **Choose group 2:** Use the drop down to select the year group/class the child is in
- Click **Search**
- Locate the child and select **Edit pupil details** from the drop down menu



Select pupils to view

Choose group 1
Pupil

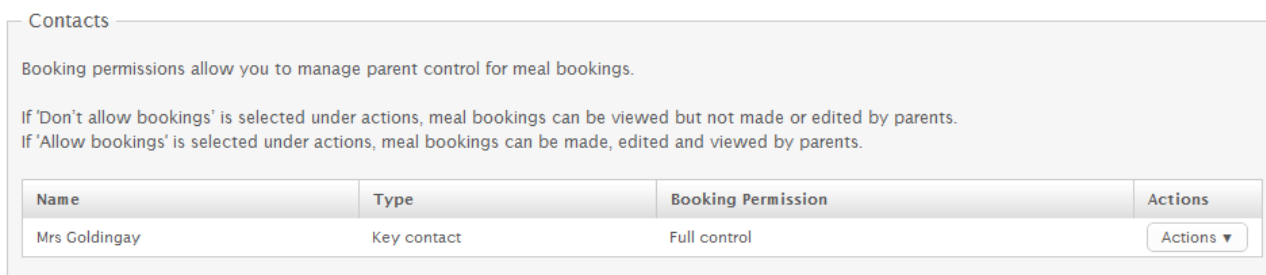
Choose group 2
Reg 3RR

Include leavers

Search

Id	First name	Last name	Year	Reg. group	DOB	Till Balance	Actions
0ZZ999	Ash	Goldingay	3	3RR	20 Jun 2008		Actions ▾ Edit pupil details Manage FSM periods Report on this diner View statement
00Z006	Ethan	James	3	3RR	12 Dec 2008		
0PP111	Cara	Mia	3	3RR	11 Dec 2008		
0TT888	Bella	Ragazza	3	3RR	18 Jun 2008		
00H007	Ellie	Shelley-Petropoulis	3	3RR	16 Apr 2008		

- Click **Add new contact**



Contacts

Booking permissions allow you to manage parent control for meal bookings.

If 'Don't allow bookings' is selected under actions, meal bookings can be viewed but not made or edited by parents.
 If 'Allow bookings' is selected under actions, meal bookings can be made, edited and viewed by parents.

Name	Type	Booking Permission	Actions
Mrs Goldingay	Key contact	Full control	Actions ▾

Add new contact

- Complete the **Title, Forename, Surname** and **Email address** fields
- Type in a **Username** (usernames need to be unique and you will be notified if the username has already been taken)
- You can type a password into the **New password** field and type it again in the **Confirm password** field however if you leave the fields blank an automated password will be generated for you.
- Click **Save**
- Click **OK**

The secondary account will have been created.

Contacts

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Name	Type	Booking Permission	Actions
Mrs Goldingay	Key contact	Full control	Actions ▼
Richard Gere	Secondary	Full control	Actions ▼

[Add new contact](#)

You can view the login details by selecting the **View User details** option from the drop down menu.

Login credentials

⚠ Login credentials cannot be edited once they have been changed by the user. However, the password can be reset.

Username:
richardgere123

Password:
xterat

Secret question:
Not supplied

Secret answer:
Not supplied [Edit](#) [Reset password](#)

You can provide these details to the payer verbally or alternatively you can print an activation letter for them (make sure you select the Consumer Repeater Activation Letter which will produce information for both primary and secondary payers)

The secondary payer will be prompted to change the login details when they activate the account.