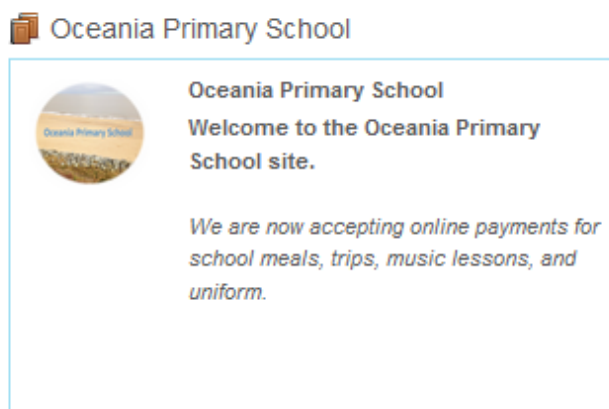


## Personalising your Site

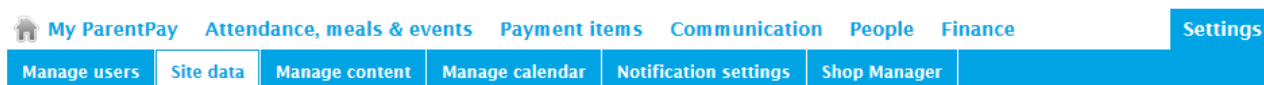
### Edit the Public Description Message

When Payers access their ParentPay accounts they are able to view the Public Description message for any schools they have an account associated with.



Many schools use this message area to communicate important messages or information and to encourage parents to engage in other relevant communications.

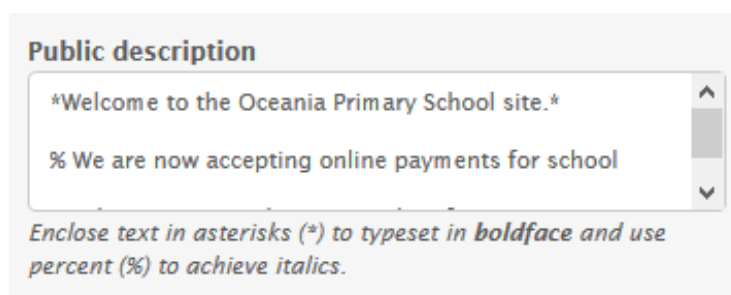
To edit the Public Description message click on **Settings > Site data**



Go to the **Public description** field in the **Company information section**.

You can edit your **Public description** as often as you like. Try making your text interesting by using different styles and links to relevant information.

- Using bold/italics: for bold use \* **in front of and after** \* the text; for italics use % *in front of and after* % the text
- To link to other websites or documents placed on your own website, simply enter the full website address
- To link to an email address use the format `mailto:office@myschool.com`



Click **Save**.

## Update school contact details

Ensure that your school's address, main contact email address and contact numbers are correct. The email address you supply here will be used by ParentPay to contact you and will also be the email address that is displayed within emails you send to your parents via the ParentPay Communication Centre.

Go to **Settings > Site data** and complete the relevant fields in the **Company information** section.

### Company information

**Company external id**  
school-1-0051984

Naming schemes: mycompany-com-test-site or mycompany-com-live-site for a company, university with the web domain mycompany.com (please omit "www").  
For schools use e.g. school-1-1234567 for a school in England (1) and DfES number 1234567.

**Company name**  
Oceania Primary School

**Public description**  
\*Welcome to the Oceania Primary School site\*  
% We can accept online payments for school meals,

*Enclose text in asterisks (\*) to typeset in boldface and use percent (%) to achieve italics.*

**Contact name**  
Mrs Smith

**Contact email**  
financemanager@schoolname.com

*Receipt email is now set separately for each bank account.*

**Phone**  
01234 567890

**Fax**

**Company Name**  
Oceania Primary School

**Address 2**  
Oceania Lane

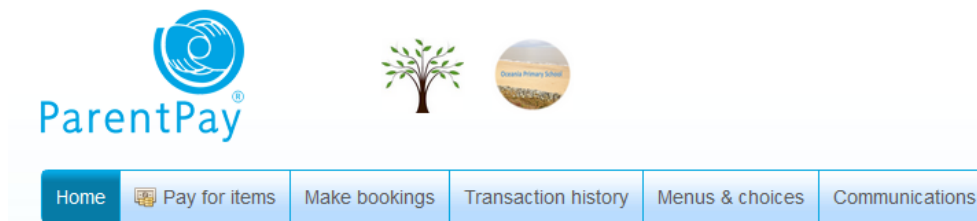
**Address 3**  
Oceania

**Address 4**  
OC1 1EA

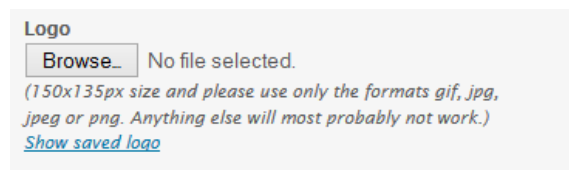
Click **Save**.

## Upload your school logo

You are able to upload your school logo to your ParentPay site. This logo will then be displayed to parents and carers when they log into their payer accounts.



To upload your logo go to **Settings > Site data**. Scroll down to the **Company settings section** and click on the **Browse** button next to the **Logo** field.



Locate your logo on your computer and click **Open**.

*We recommend files no larger than 150 x 135 pixels in size, the following formats are supported: gif, jpg, jpeg or png. **NB** logos from a word document cannot be uploaded.*

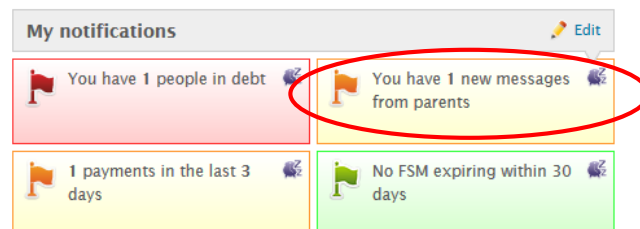
Click **Save**.

If your logo does not appear immediately, click on a different tab to reset the logo.

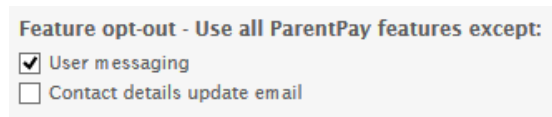
## User messaging

Parents are able to send messages to a school from within their ParentPay login. These messages are sent directly to the schools ParentPay Manager site via the ParentPay servers and are not sent via email.

If you have been sent a new message the Warning Message located on your My ParentPay home screen will reflect this:



If you do not want your parents to have this facility you are able to opt out of the User Messaging feature. Go to **Settings > Site data > Feature opt out** and **Un-tick** the **User messaging** option.



Click **Save** to save this option.