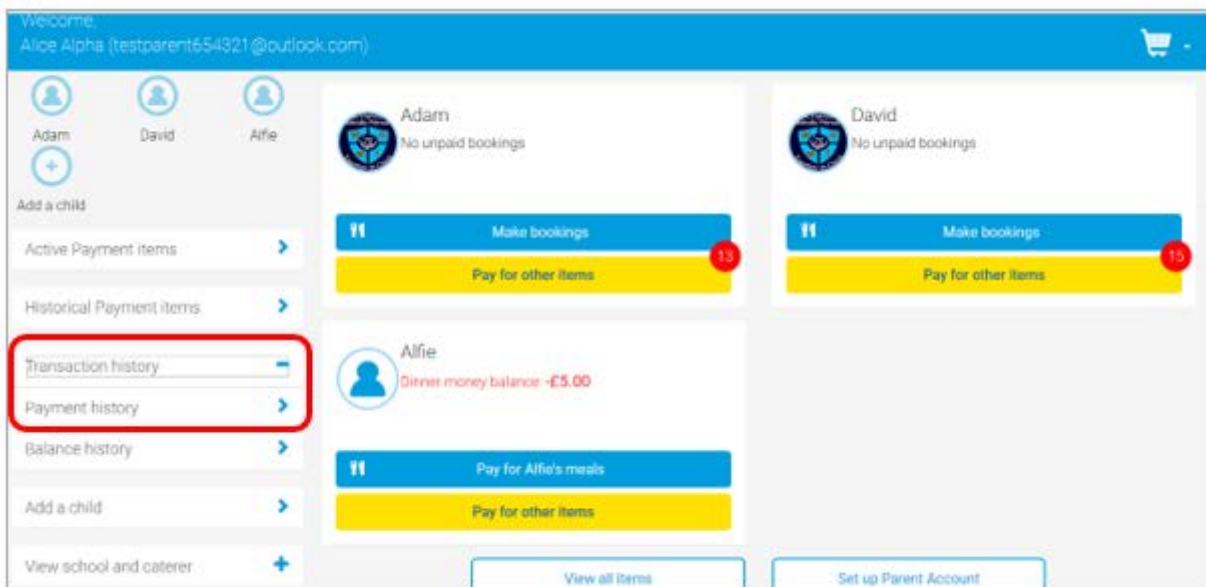
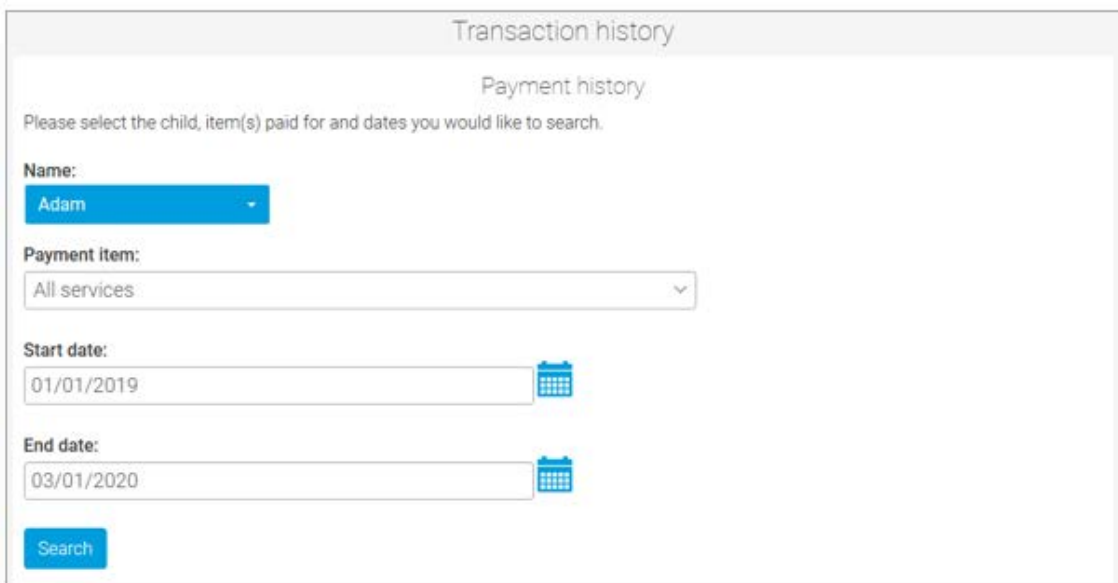


## How to view Payment History

1. Navigate to [www.parentpay.com](http://www.parentpay.com) and log in.
2. Navigate to your Home screen.
3. From the menu, select **Transaction history > Payment history**.



4. Select the name of the child, the payment item, and the date range you wish to view.
5. Select **Search**



The screenshot shows the 'Transaction history' search form. It has a title 'Transaction history' and a subtitle 'Payment history'. Below the subtitle, it says 'Please select the child, item(s) paid for and dates you would like to search.' The form contains the following fields:

- Name:** A dropdown menu with 'Adam' selected.
- Payment item:** A dropdown menu with 'All services' selected.
- Start date:** A date input field with '01/01/2019' and a calendar icon.
- End date:** A date input field with '03/01/2020' and a calendar icon.

At the bottom left of the form is a blue 'Search' button.

6. You will see a full list of all the transactions carried out during the selected period.