

## How to top up your account and then make a payment

## Topping up an account :

- 1. Navigate to <u>www.parentpay.com</u> and log in to your account.
- 2. Select the **Top up My Account** quick link
- Choose an amount to top up from the options provided or enter the amount manually in the 'Other amount' box
- 4. Select Continue
- 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 and confirm payment
- 6. If you have no stored cards, or you wish to use a card not currently saved on your account, select Edit card / Use a different card. You can now enter your payment details into the secure payment page. Select Review and confirm payment to complete your payment.
- 7. Review your payment and select **Confirm your payment.**
- 8. If you wish you can now print a receipt, otherwise select **Return to ParentPay**.
- 9. You will receive a success notification of your payment at the top of the screen.



		Top up N	/ly Account				
Top up amount Please be aware there is a minimum top up amount of £2.00.							
	£10 £25						
	£50						
	£100						
Continu	Other amount						
	Payment information	n 2 Rev	ire checkout	ayment	3 Receipt		
Type VISA	Nickname Shelley Debit Card	Card number	Cardholder name	Select	Security code		
What This is 'confin	happens next? step 1 of 3. On the next pa m your payment on the next t card / Use different card neel and return to your bas	tt page.	our basket. We will not p	process your pa	Get help with this?		

You have successfully topped up My Account with £10.00 My Account balance is now £10.00

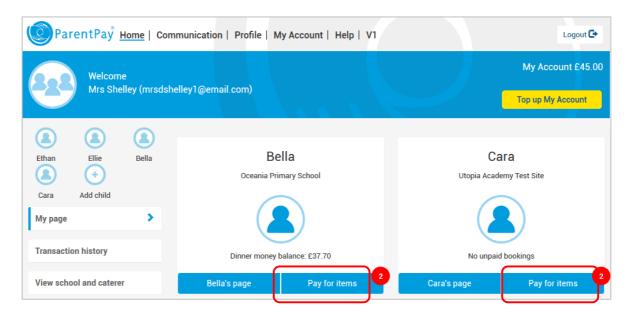
Parents: After topping-up, please click 'Pay for items" (button below) to pay money onto a school or meal account.

www.parentpay.com



## Making a payment :

1. For one of your children select Pay for items



 Select View details and pay for an item you wish to purchase

Payment items						
Item description	• Na	ame •	Amount •			
School Meals for Oceania Primary School The minimum payment for school meals is £10.00 Provided by: Oceania Primary School Balance: £-14.30	Be	lla	-	View details & pay		
Trip to the Castle The trip to the Castle will take place on 18th April and will cost £10.00. Provided by: Oceania Primary School Cast: £10.00	Bel	lla	£10.00	View details & pay		

 Complete the payment details (this screen may vary depending on the item you are purchasing).

School Meals for Oceania Primary School - Bella					
Provided by: Oceania Primary School					
Description: The minimum payment for school meals is £10.00					
Balance: £84.56					
Edit amount					
£					
Min - £10.00 / Max - £250.00					
Add notes					
Pay now Cancel					

You have successfully paid £15.00 for School Meals for Oceania Primary School for Bell My Account Balance is now £105.00

- 4. Select Pay now
- 5. You will receive a success notification at the top of your home screen once you completed payment for an item at a school using funds from your My Account balance