

## How to pay for items

Whenever a school creates an item to pay for (such as a trip, uniform, or a club) they select which pupils or staff members to assign to the item. This assignment allows parents or carers to log into the ParentPay system and make a payment.

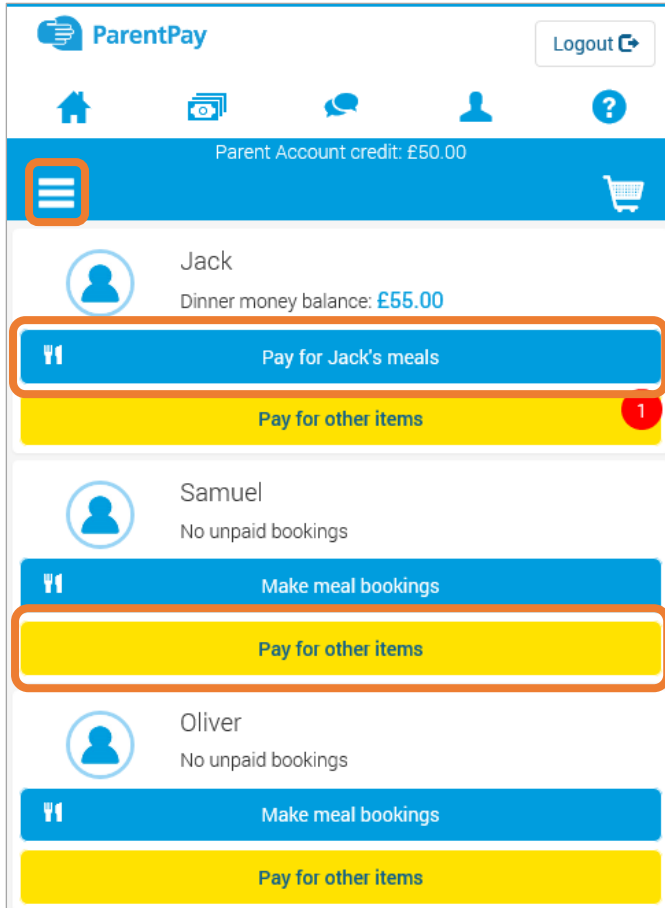
To pay for items, please follow the steps below:

1. Navigate to [www.parentpay.com](http://www.parentpay.com) and log into your payer account
2. Select one of the 3 options to view the items for payment
  - a. **Pay for <child's name> meals** – located below the child's name in the pupil tiles in the centre of the page. This will only give the option to pay for school meals for a single child.
  - b. **Pay for other items** – located below the option to pay for meals in the pupil tiles in the centre of the page. This will only provide details of any items assigned this child.
  - c. **Active payment items** – on computers, this is located in the menu on the left side of the page. For mobile devices, this can be accessed by selecting the menu icon in the top left corner. This will list all items for payment assigned to any children or staff members linked to your payer account.

The screenshot shows the ParentPay website interface. At the top, there is a navigation bar with the ParentPay logo and links for Home, Parent Account, Communication, Profile Settings, and Help. A Logout button is in the top right corner. Below the navigation bar, a blue header displays 'Welcome, Alice Evans' and 'Parent Account credit available: £1,002.00' with a shopping cart icon.

The main content area is divided into several sections:

- Left Sidebar:** Contains a list of menu items: 'Active Payment items' (highlighted with an orange box), 'Historic Payment items', 'Transaction history', 'Add a child', 'View school and caterer', and 'ParentPay support'.
- Child Profiles:** Three child profiles are shown: Jack, Samuel, and Oliver. Jack's profile shows a 'Dinner money balance: £30.00'. Below each profile are two buttons: 'Pay for <child's name> meals' (blue) and 'Pay for other items' (yellow, with a red '2' notification badge). For Samuel and Oliver, the 'Pay for other items' button is highlighted with an orange box.
- Bottom:** Two buttons are visible: 'View all items' and 'Add Parent Account credit'.



3. Select view against the required item for payment
4. Enter the amount to pay, quantity required, or any other requested information

5. Select **Add to basket** to pay by card, or to pay for multiple items in one transaction
6. Alternatively, select **Pay by Parent Account** for instant payment

**NOTE:** Instant payment via Parent Account is only available if there is enough credit in the Parent Account to cover the cost. The available Parent Account credit can be viewed in the top right corner of the screen above the basket icon.

Parent Account credit available: £50.00



7. If items have been added to the basket, select the basket icon in the top right corner of the screen, or by selecting **View basket and pay** after adding an item to the basket
8. Review the payment, and select **Visa Checkout** or **Other payment method**

**NOTE:** If there is any credit in the Parent Account, this will be used to pay for the items. If the total of the items to pay for is greater than the Parent Account balance, the difference can be paid by other methods

9. Complete the payment process. Once the payment has been completed, a confirmation message will be displayed

