

PARENTPAY USER GUIDE

Parentpay have now launched the “My account” system, with effect from 8th June 2016. Please see instructions below on how to use this system.

The first screen you will see will look like this:

The screenshot shows the ParentPay website interface for a user named Julie G. The browser address bar shows the URL: <https://www.parentpay.com/V2Payer4W3/Payer/Default.aspx>. The page features a navigation menu on the left with options: My page, Transaction history, View school and caterer, and ParentPay support. The main content area displays the user's name, Julie G, and the school, Lydiard Park Academy. Below this, there is a profile picture placeholder and the text "Dinner money balance: £0.46". Two buttons are visible: "Julie's page" and "Pay for items". A section titled "Recent payments" contains a table with the following data:

Date	Amount	Type	Details
12 Jan 16	£10.00	Card	SCHOOL PRODUCT
11 Nov 15	£120.00	Card	STAFF TRIP TO
27 Jan 14	£72.00	Card	STAFF TRIP = G
23 Mar 13	£168.00	Card	LES MISERABLES

Below the table is a link for [View payment history](#). The bottom of the page shows a taskbar with various application icons and a system tray with the date 09/06/2016 and time 11:25.

(If you have more than 1 child using Parentpay you will see separate sections for each child as below)

The screenshot shows the ParentPay website interface for a user with two children, Benjamin and Samuel. The browser address bar shows the URL: <https://www.parentpay.com/V2Payer4W3/Payer/Default.aspx>. The page features a navigation menu on the left with options: My page, Transaction history, View school and caterer, and ParentPay support. The main content area displays two child profiles side-by-side. The left profile is for Benjamin Lydiard Park Academy, Lydiard Park Academy, with a dinner money balance of £1.75. The right profile is for Samuel Lydiard Park Academy, Lydiard Park Academy, with a dinner money balance of £0.05. Below the profiles are buttons for "Benjamin's page", "Pay for Items", "Samuel's page", and "Pay for Items". A section titled "Recent payments" contains a table with the following data:

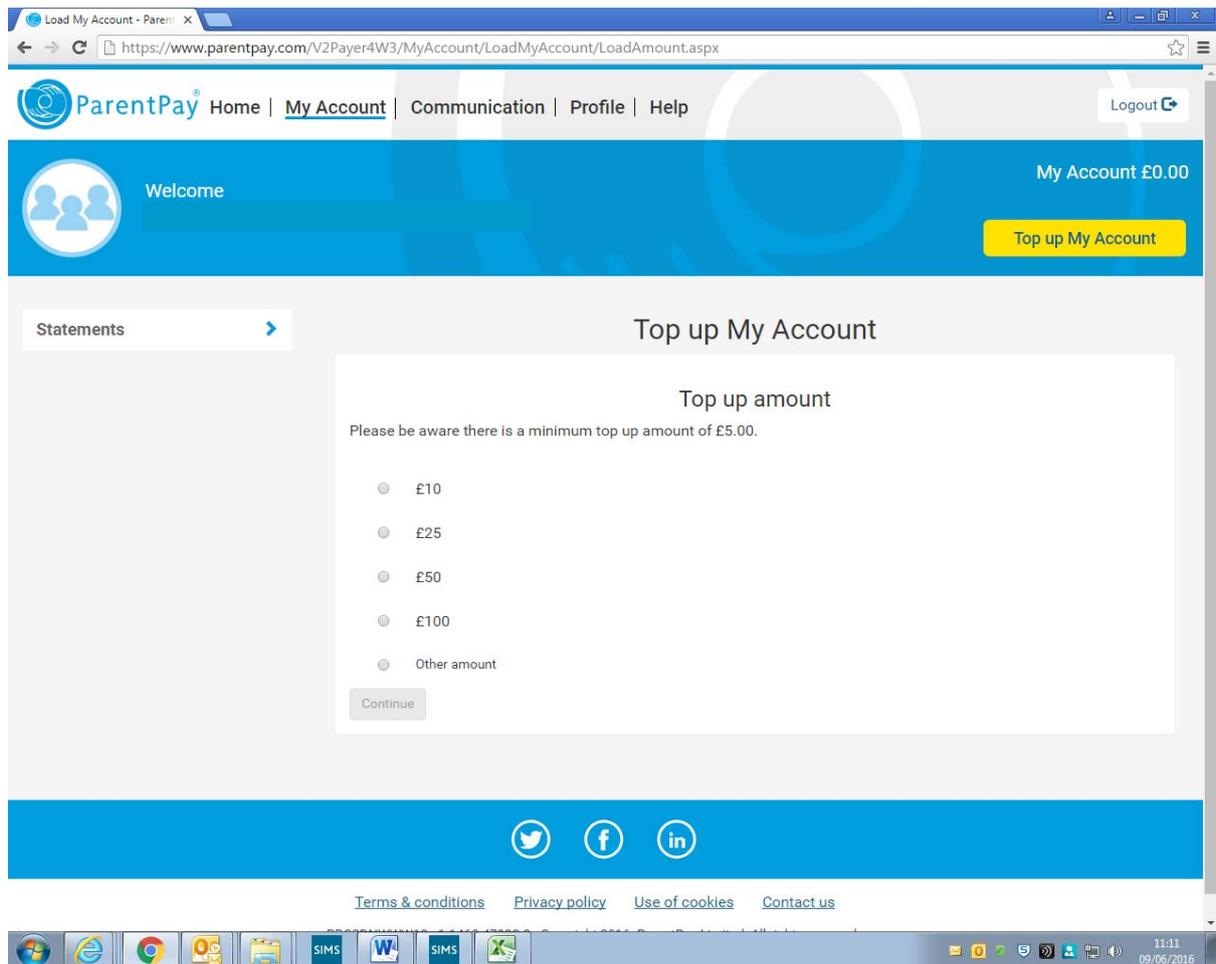
Date	Amount	Type	Details
08 Jun 16	£15.00	My Account	ENGLISH TRIP T
18 May 16	£144.00	Card	DAILY SCHOOL B
12 Apr 16	£33.00	Card	YEAR 7 SCIENCE
24 Mar 16	-	Card	MUSIC TRIP TO
15 Mar 16	£4.00	Card	Onatti Theatre
11 Mar 16	£144.00	Card	DAILY SCHOOL B

Below the table is a link for [View payment hi](#). The bottom of the page shows a taskbar with various application icons and a system tray with the date 09/06/2016 and time 11:25.

The items listed on the right under “details” are items that have already been paid for, a full list of historic payments are available by clicking on “view payment history”.

To pay for anything through Parentpay you need to add funds to your account by clicking on the yellow “top up my account” button”

The next screen you will see is:



On this screen you will select how much money you wish to add to your account.

Once you have selected the amount and pressed continue you will see the secure checkout screen:

Secure checkout

1 Payment information 2 Review and confirm payment 3 Receipt

Your payment information
Enter your payment details below.

Enter payment details

Card type
Visa Credit

Card number
The long number on the front of your card.

Cardholder name
The name displayed on the front of your card.

Valid from (optional)
The date your card starts. Find this on the front of your card.

Expiry date
The date your card expires. Find this on the front of your card.

Security code (or "CVC" or "CVV")
The last 3-4 digits displayed on the back of your card, or on an Amex card the 4 digits above the long number on the front. [Get help with this?](#)

We accept the following cards:
VISA VISA Debit VISA Electron Mastercard
Maestro American Express Discover

Your payment data is protected on this site by Secure Socket Layer (SSL) technology certified by a digital certificate.

You will enter your payment card details as you have always done.

Once you have made payment you need to go back to the "My account" screen and click on the "Pay for Items" tab.

Welcome My Account £0.00
Top up My Account

Introducing 'My Account' for parents - Watch the video Need help using My Account? General guide for parents: [Download Bookings guide](#) for parents: [Download](#)

Julie G Add child

My page
Transaction history
View school and caterer
ParentPay support

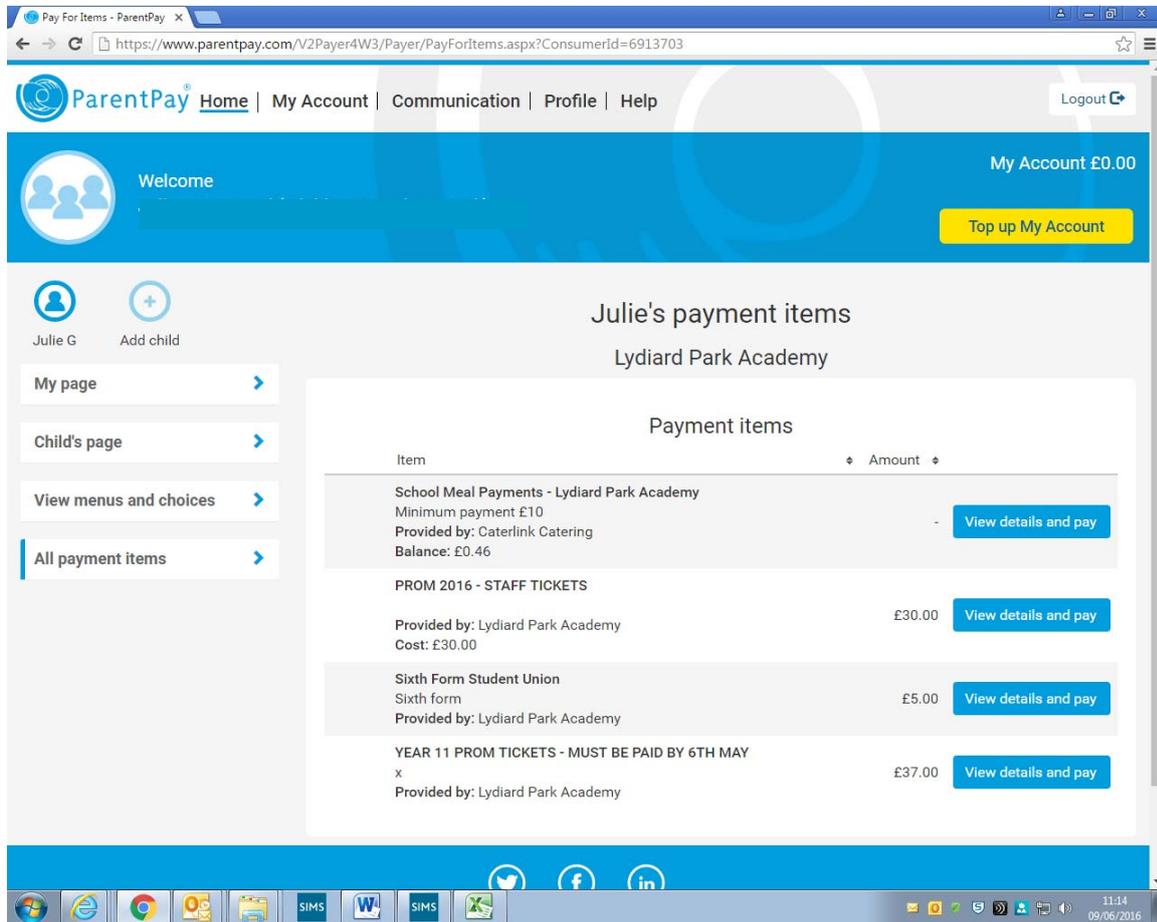
Julie G
Lydiard Park Academy
Dinner money balance: £0.46
Julie's page Pay for items

Recent payments

Date	Amount	Type	Details
12 Jan 16	£10.00	Card	SCHOOL PRODUCT
11 Nov 15	£120.00	Card	STAFF TRIP TO
27 Jan 14	£72.00	Card	STAFF TRIP = G
23 Mar 13	£168.00	Card	LES MISERABLES

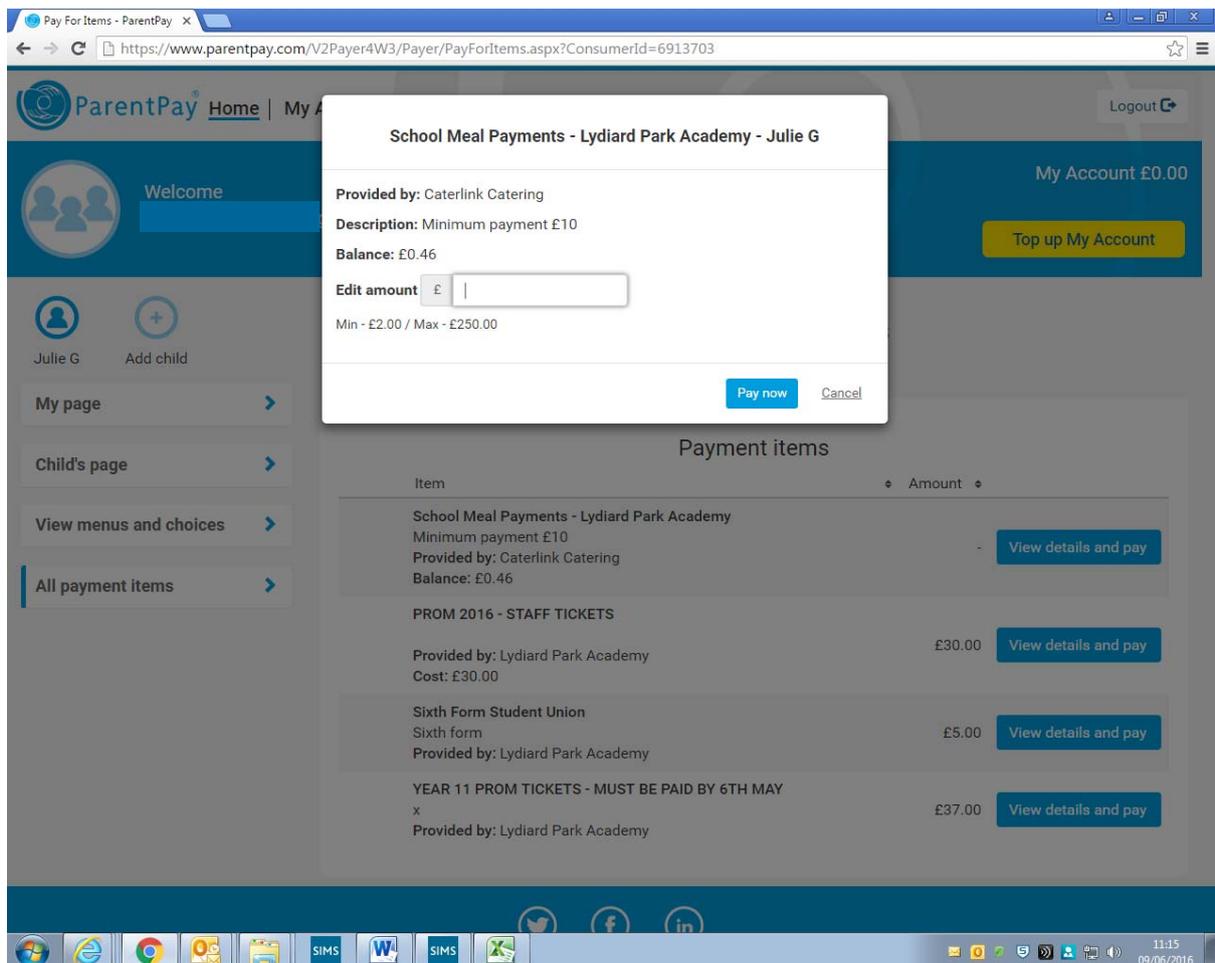
[View payment history](#)

The next screen you will see will list all items available to your child



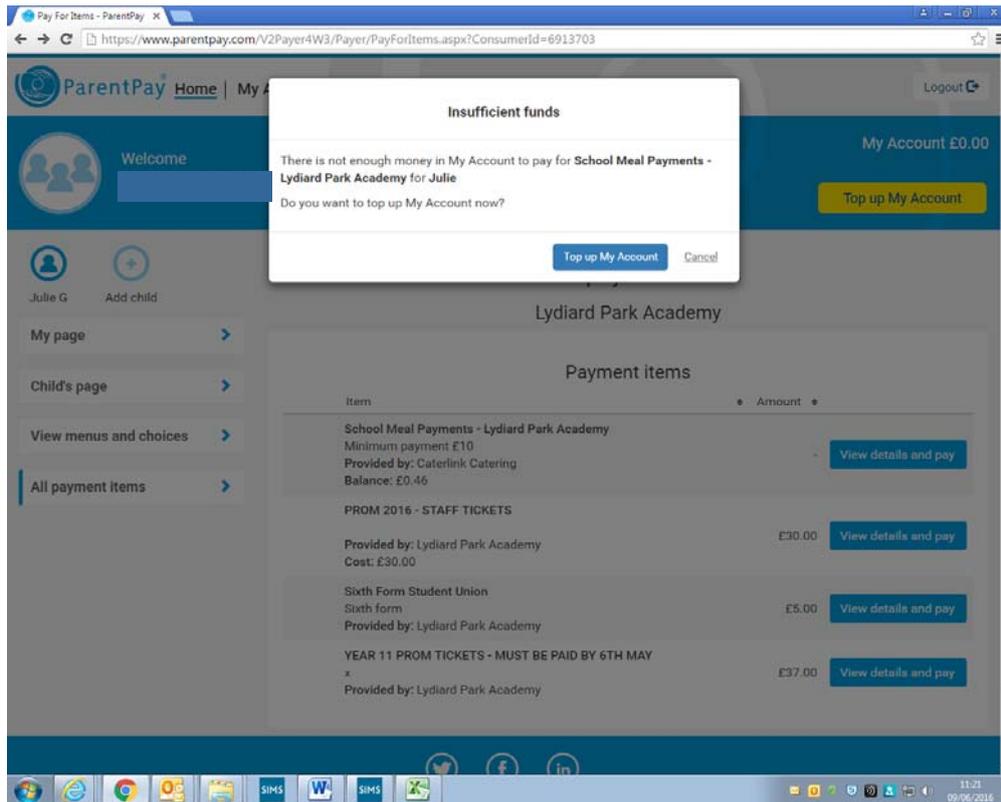
Choose the item you wish to pay for by clicking the “view details and pay” button next to it.

You will then see this screen:



Enter the amount you wish to transfer from your account and click “Pay now”

If your account does not have funds you will see this screen



At this point you will need to add funds to your account before you can pay for any items.

You will need to click “view details and pay” for each separate item you need to pay for. There is no basket and checkout option anymore.

You will need to follow this process for each child separately.