

PARENTPAY SUPPORT FOR SCHOOLS



How To Pay for Items

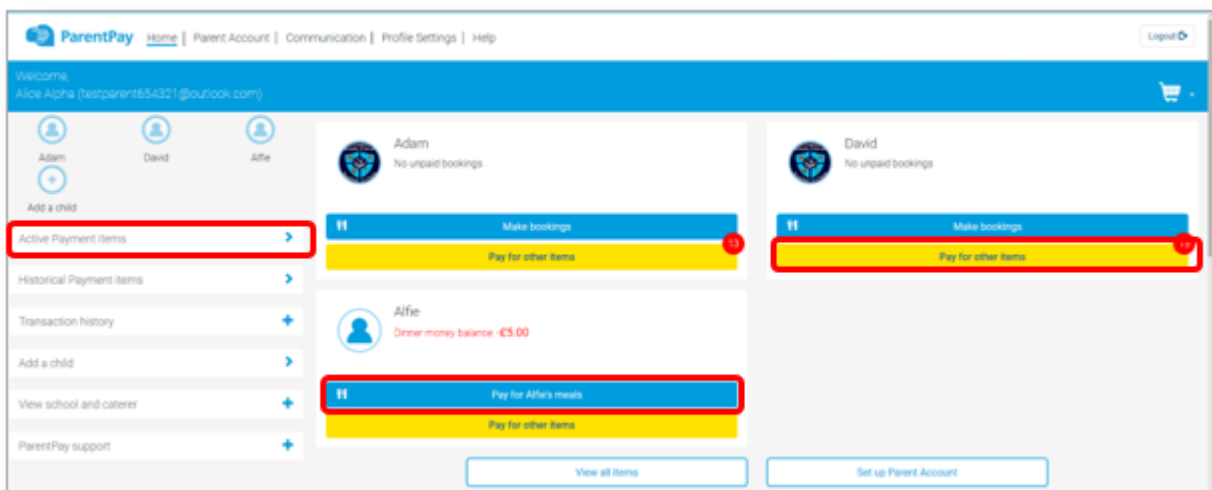
Whenever a school creates an item to pay for (such as a trip, uniform, or a club) they select which pupils or staff members to assign to the item. This assignment allows parents or carers to log into the ParentPay system and make a payment. To pay for items, please follow the steps below:

1. Navigate to www.parentpay.com 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.



3. Select **View** against the required item for payment



4. Enter the amount to pay, quantity required, or any other requested information.

5. You can either select **Add to basket** or you can pay via **Bank Transfer** if you have enabled this feature

The screenshot shows a payment interface for 'Alfie - School meals'. At the top right, the balance is 'Balance: £-5.00'. Below this, there is a 'Choose payment amount' section with a text input field containing '£ 20.00' and a small 'x' icon to clear the field. Below the input field, it says 'Min - £5.00 / Max - £250.00 (set by school)'. There are two buttons: a yellow 'Bank Transfer' button with a right-pointing arrow and a 'What is this?' link, and a blue 'Add to basket' button. A 'Cancel' link is also present.

6. If you have selected **Add to basket**, select the basket icon in the top right corner of the screen to review the payment. You will then have the option to pay via **Parent Account credit**, **Bank Transfer**, **Visa Checkout** or **Other payment method**.

The screenshot shows a '1 item in basket' summary screen. At the top right, there is a blue header with a white shopping cart icon and a red circle with the number '1'. Below the header, it says '1 item in basket' with a close icon (X). The item listed is 'Alfie - School meals' for £20.00. There is a link 'How to make a charity donation' and an 'Edit basket' link. Below this is an 'Order summary' section with a table:

Items:	£20.00
Total:	£20.00
Pay by Parent Account credit:	-£0.00
Amount to pay:	£20.00

Below the order summary is a 'Pay by' section with three options: a yellow 'Bank Transfer' button with a right-pointing arrow, a blue 'VISA Checkout' button with a right-pointing arrow and a 'Tell Me More' link, and a blue 'Other payment method' link.

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

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