




# Parent Pay Instructions

## How do I pay for items?


You can now pay for items using either card, or Parent Account funds, or a combination of both.

### Paying with credit/debit card:

1. Log in to your ParentPay account
2. Select the button with the  symbol to quickly pay for meal, or the *Pay for other items* for a full list of this child's items for payment\*
3. Select either *View basket and pay* or *Continue shopping*.
4. Once you have selected all your items, your basket and order summary will be displayed. Review the details and select *Pay now* (please note that the amount you are required to pay will be reduced by any credit you have in your Parent Account balance).

\*For other items select **View details and pay** against the item you wish to purchase and then **Add to basket**.

### Paying with Parent Account credit:

1. Log in to your ParentPay account
2. Select the button with the  symbol to quickly pay for meal, or the *Pay for other items* for a full list of this child's items for payment\*
3. You will receive an onscreen notification when you have completed your transaction.

\*For other items select **View details and pay** against the item you wish to purchase and then **Pay using Parent Account**. (please note that if you do not have sufficient funds for all items being purchased in your Parent Account, you will be prompted to pay the difference using a card payment by clicking **Pay now**)

