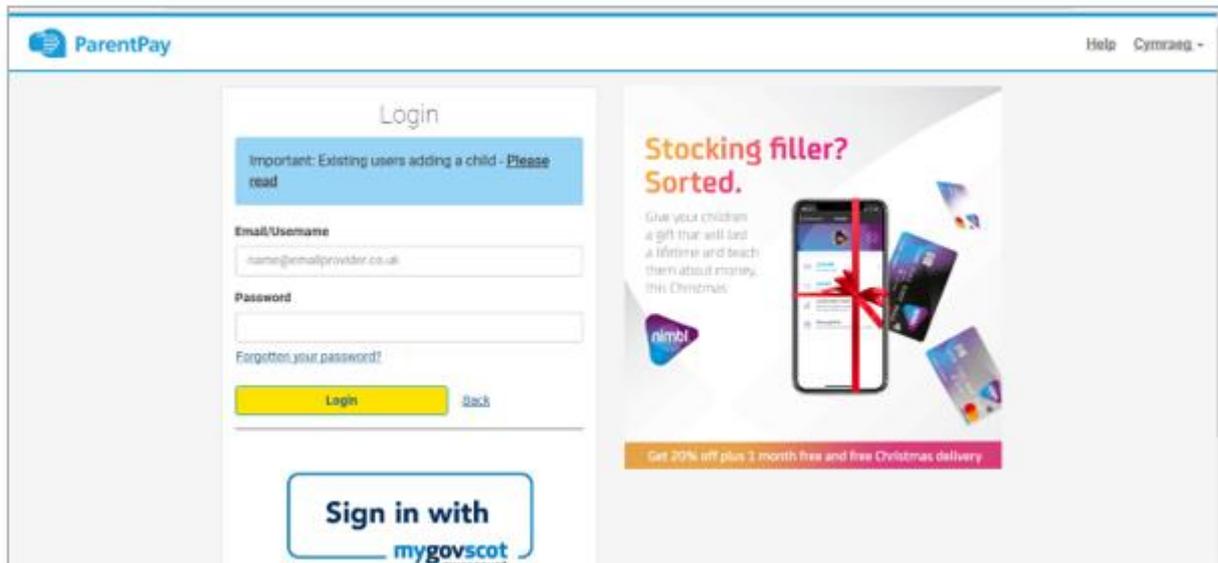


How to activate your account

Before you can activate a ParentPay account, you will need the activation letter which is provided by your child's school. If you don't have this, please contact the school directly to request a copy.

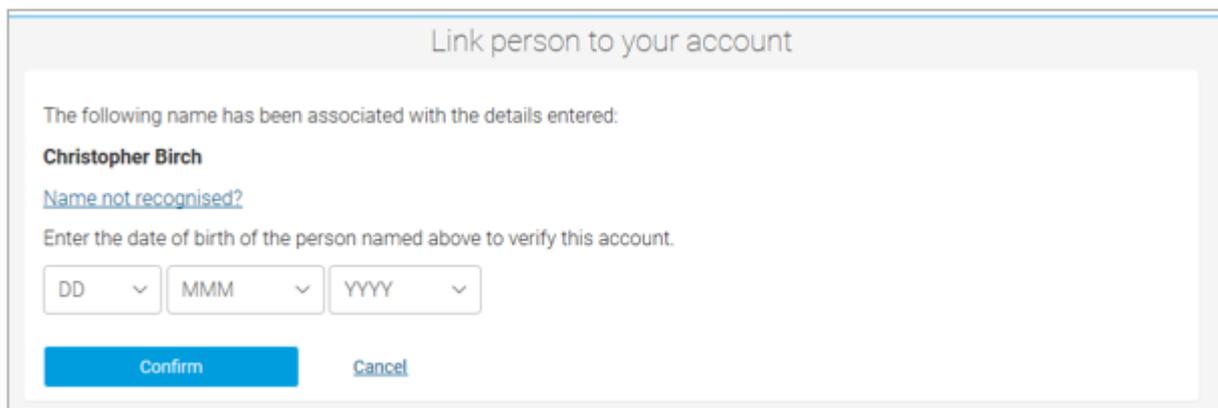
1. Go to www.parentpay.com



The screenshot shows the ParentPay website's login interface. On the left, there is a 'Login' form with a blue header. Below the header, there is a blue box with the text 'Important: Existing users adding a child - Please read'. The form includes fields for 'Email/Username' (with a placeholder 'name@emailprovider.co.uk') and 'Password'. There is a 'Forgot your password?' link and a yellow 'Login' button. Below the form is a 'Sign in with mygovscot' button. On the right side of the page, there is a promotional banner titled 'Stocking filler? Sorted.' which features an image of a smartphone and gift cards. The banner text says 'Give your children a gift that will last a lifetime and teach them about money, this Christmas.' and 'Get 20% off plus 1 month free and free Christmas delivery'.

2. Type in the username and password provided in the activation letter from school, be sure not to confuse the letter l (for lima) with the number one (1) and the number 0 (zero) with the letter o (for oscar).

NB The user details are case sensitive and for one-time use only. They will become invalid after account activation



The screenshot shows a dialog box titled 'Link person to your account'. The text inside reads: 'The following name has been associated with the details entered: **Christopher Birch** [Name not recognised?](#) Enter the date of birth of the person named above to verify this account.' Below this text are three dropdown menus for the date of birth: 'DD', 'MMM', and 'YYYY'. At the bottom of the dialog box are two buttons: 'Confirm' and 'Cancel'.

3. Confirm the details are correct and enter the date of birth for your child and click *Confirm*

IMPORTANT: Existing users adding a child - DO NOT CONTINUE [Please read](#)

All fields are mandatory unless otherwise stated

Personal details

Title
Please choose a title

First name:

Last name:

Email address

Username email:

Confirm username email:

Password

Password:

Passwords must contain between 6 and 20 characters, at least one letter and one number and are case sensitive

Confirm password:

I confirm that I have read, understood and agree with the ParentPay [terms and conditions](#) and [privacy notice](#)

Activate account

 [Why we need this information](#)

4. Follow the on-screen instructions to successfully activate the account. You will need to enter in their name, an email address and select a password for the account (your email address will become your username)
Read the ParentPay terms and conditions and click in the box to accept at the bottom of the page then click *Activate account*.
5. A verification email will be sent to the user. They will need to click on the link within the email to complete the process and access their account.