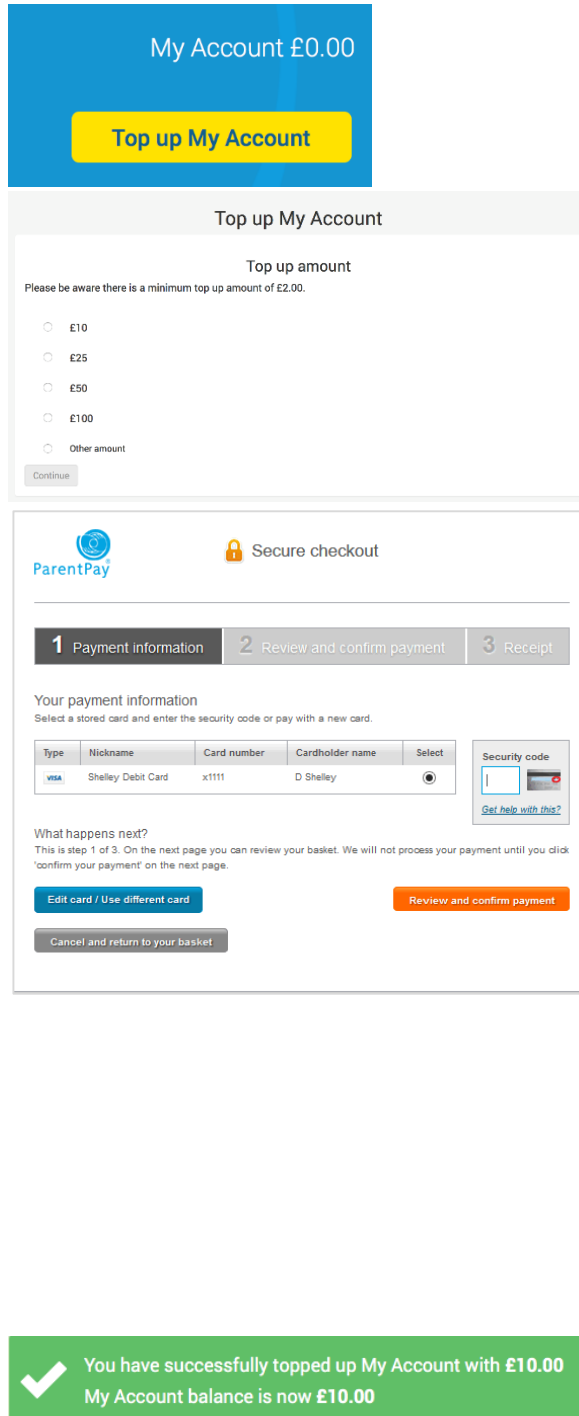# How to top up your account and then make a payment

Topping up an account :

1. Navigate to **www.parentpay.com** and log in to your account.

2. Select the Top up My Account quick link

3. Choose an amount to top up from the options provided or enter the amount manually in the '*Other amount'* box

4. Select Continue

My Account £0.00

Top up My Account

Top up My Account

Top up amount
Please be aware there is a minimum top up amount of £2.00.

- £10
- £25
- £50
- £100
- Other amount

Continue

5. If you have a stored card(s) on your account you may select and pay with this card, entering only the Security code/CVV and selecting Review and confirm payment

6. If you have no stored cards, or you wish to use a card not currently saved on your account, select Edit card / Use a different card. You can now enter your payment details into the secure payment page. Select Review and confirm payment to complete your payment.

ParentPay 🔒 Secure checkout

1 Payment information **2** Review and confirm payment **3** Receipt

Your payment information
Select a stored card and enter the security code or pay with a new card.

Type	Nickname	Card number	Cardholder name	Select
VISA	Shelley Debit Card	x1111	D Shelley	●

Security code
Get help with this?

What happens next?
This is step 1 of 3. On the next page you can review your basket. We will not process your payment until you click 'confirm your payment' on the next page.
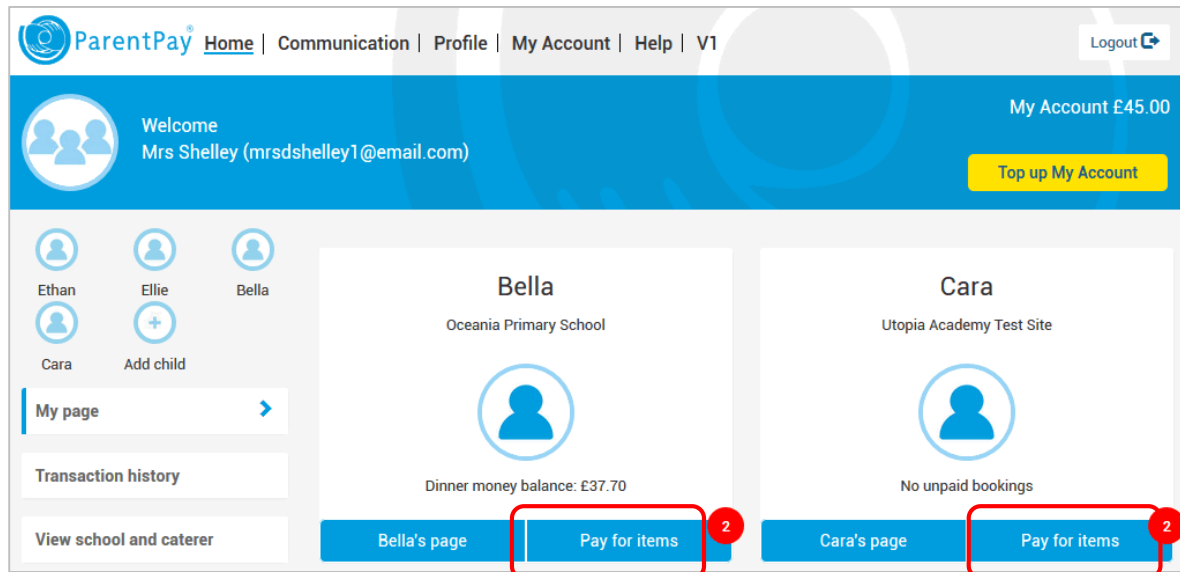
Edit card / Use different card   Review and confirm payment

Cancel and return to your basket

7. Review your payment and select Confirm your payment.

8. If you wish you can now print a receipt, otherwise select Return to ParentPay.

9. You will receive a success notification of your payment at the top of the screen.

✓ You have successfully topped up My Account with **£10.00**
My Account balance is now **£10.00**

Parents: After topping-up, please click 'Pay for items" (button below) to pay money onto a school or meal account.

www.parentpay.com

Making a payment :

1. **For one of your children select Pay for items**

2. **Select View details and pay for an item you wish to purchase**

3. **Complete the payment details (this screen may vary depending on the item you are purchasing).**

4. **Select Pay now**

5. **You will receive a success notification at the top of your home screen once you completed payment for an item at a school using funds from your My Account balance**