

## ParentPay – Activating your account

If you have not yet activated your ParentPay account, please can you do so as soon as possible to ensure a smooth transition for your child in September.

**Please refer to your ParentPay letter that you received in your Welcome Pack for your personal activation details. If you require a reminder, please email [jennifer.jenkins@monmouth.schoolsedu.org.uk](mailto:jennifer.jenkins@monmouth.schoolsedu.org.uk) with your child's name and request for ParentPay activation details in the subject header.**

Please see below for a reminder of the activation instructions.

**If you are already using ParentPay at your Primary school,** please follow the instructions below to 'ADD A CHILD' to your existing account. On completion you will see your primary school account and your MCS account. There is a maximum limit of 6 children on each account with the same email address.

1. Navigate to **www.parentpay.com** and log in to an existing activated ParentPay account.
2. Select the **Add a child** icon from your home page
3. Enter the **username** and **password** provided. These must be entered exactly as provided.
4. Select **Search**.
5. Ensure the details are correct for the child you wish to add to your account and select **Confirm**.

**If you are new to ParentPay** (you will require to have an email address) please follow the instructions below to activate a new account (only use if you **do not** already have an existing activated ParentPay account at another school)

Navigate to [www.parentpay.com](http://www.parentpay.com)

1. Select **Login** at the top right corner of the screen
2. Enter the **username** and **password** provided in your activation letter and select **Activate**
3. Complete the activation as detailed on the screen.

Be assured that ParentPay offers the highest security and any card details are not accessible by the school or ParentPay. If you have any questions, please do not hesitate to contact the Finance Department on 01600 775171 or email [jennifer.jenkins@monmouth.schoolsedu.org.uk](mailto:jennifer.jenkins@monmouth.schoolsedu.org.uk)

