

# Making payments via ParentPay

# Using your basket – quick add items

Paying for all your children in one easy place! The **'Overview tab**' on your home page shows items due for payment across all of your children.

|                 | Dinner money for The Denewood<br>Community School - Rachael |
|-----------------|---|
| Transaction     | Provided by: The Denewood's Community<br>School             |
| Vourback        | Edit amount   |
| Tour bask       | 10.00   |
| Your basket co  | Min - £10.00 / Max - £120.00                                |
|                 | Add notes   |
| Item descrip    |   |
| No items in the |   |
|                 |   |
|                 | Cancel  |
|                 | Add to basket   |
| 1 March 1       |   |

Locate the item you'd like to pay for and click on **Add to basket**.

Edit the **'Amount'** to pay and provide any **'Notes'** if appropriate in the pop-up window.

Click **Add to basket** and keep repeating the process until you're ready to **'Checkout'**.

|       | В   | asket £0.00 |
|-------|---|-------------|
| tions | Description   | Amount      |
| tions | Dan: Sunny Meadow Primary School<br>meals: Pre-booking service - Pupils | £9.75       |
|       | Pay for more items  | Checkout    |



# Pay for items

Go to Pay for items in the 'I want to...' area on the left of your screen.

#### View and pay across all children

'All items' – view each item available by child with a description, due date and amount.

| I want to      | Pay for   | items   |   |   |   |  |         |       |              |
|----------------|-----------|---|---|---|---|--|---------|-------|--------------|
| Go to homepage | Choose th | ie items to p   | ay for from the   | list below  |   |  | 1       |       |              |
|                | All iten  | ns Dan  | Nathaniel   | Rachael   | April   | Christine  | Other   |       |              |
| Pay for items  | Due dat   | e Item  | Item description Name   |   |   | lame   | Amount  |       |              |
| Make bookings  |           | Dinn<br>Schu<br>Schu<br>£10<br>balar<br>end<br>siblin<br>Prov<br>Bala | Dinner money for The Denewood Community<br>School<br>School meals at £2.00 per day. Minimum payment is<br>£10 1 week = £10 half termly £60 termly £120. Any<br>balances are carried over. Any funds remaining at the<br>end of school can be refunded or transferred to<br>siblings on receipt of written instructions.<br>Provided by: The Denewood's Community School<br>Balance: £476.09 |   |   | nunity R<br>hent is<br>. Any<br>ng at the<br>to<br>chool | lachael | £0.00 | Add to bask  |
|                | -         | Dinn<br>Scho<br>£10<br>balar<br>end<br>siblin                         | er money for 1<br>pol<br>tool meals at £2.00<br>1 week = £10 ha<br>inces are carried<br>of school can be<br>igs on receipt of<br>rider hy: The De   | The Denewood<br>D per day. Minin<br>If termly £60 te<br>over. Any fund<br>refunded or tr<br>written instruc | num paym<br>ermly £120<br>ds remaini<br>ansferred<br>tions. | nunity A<br>nent is<br>. Any<br>ng at the<br>I to        | (pril   | £0.00 | Add to baske |

Click on Edit amount or add notes/Add to basket to select your item and pay.

### View and pay by child

Click on the **child's name tab** – the tab will turn blue and you will see a list of items to pay.





You will see all items available to that child and can proceed to select which items you wish to pay for at that time by clicking **Edit amount or add notes/Add to basket**.

Each time you add an item to your basket, you will be directed to the top right of the screen and a preview of your 'Basket' will pop up.

Once ready to make payment go to your 'Basket' and click **Checkout**.

You will have the opportunity to review your purchases, remove any you did not intend to make or edit those you did before proceeding to make your payment as normal by clicking **Pay** securely now.



| em description   | Name    | Due by      | Amount |          |
|--|---------|-------------|--------|----------|
| unny Meadow Primary School meals: Pre-<br>ooking service - Pupils - £1.95 per day<br>Provided by: Sunny Meadow Primary   | Dan     | -           | £9.75  | 🗙 Remove |
| /isit to the Woodlands Centre - Please make<br>sure your child has suitable footwear as they will be<br>exploring the new wetlands area where they can<br>liscover all the exciting creatures living in the ponds.<br>This trip is run in line with the school's trip policy -<br>ilease indicate your acceptance of these by ticking<br>the consent tickbox. You can view details on the<br>school website at<br>ttp://www.denewood.anyshire.sch.uk Contact the<br>rip leader on http://tripleader@theschool.co.uk<br>Provided by: The Denewood's Community School<br>Cost: £6.00 | Rachael | 12 Nov 2011 | £6.00  | ¥ Remove |
|  |         |             |        |          |



## Paying for 'Other' items

The **'Other'** tab will display items not necessarily associated with your child such as the SMS top-up payment items for those parents that subscribe to our automated text alerts.

### Pay for items

Choose the items to pay for from the list below

| All items   | Dan   | Nathaniel  | Rachael   | April                                      | Christine   | Other                  |       |               |
|-------------|---|--|---|--|---|------------------------|-------|---------------|
| Due date    | Iter  | n description  | Amount  |  |   |                        |       |               |
| 21          | SMS Text Alerts   Buy SMS Text Credits to receive mobile alerts from ParentPay.   Credits cost 6p each, minimum top-up £2.40.   Tick the consent box to confirm you've read the   SMS Terms and Conditions   Provided by: Payee name goes here   Balance: £17.10   Main terms |  |   |  |   |                        | £0,00 | Add to basket |
| 01 Dec 2011 | Tick<br>Plea<br>raisu<br>look<br>Pro<br>Bala<br>Qua<br>Cos  | xets for the so   se enter the numed will be contri   forward to see   vided by: Paye   ance: £1,728.00   untity: 0   st: £8.00   Edit amount or a | hool pantom<br>nber of tickets<br>buting to the s<br>ing you there!<br>e name goes h<br>add notes | nime - De<br>you wou<br>chool's ne<br>nere | cember 16th<br>Id like to order.<br>w Active Play / | All funds<br>Area - we | £8.00 | Add to basket |