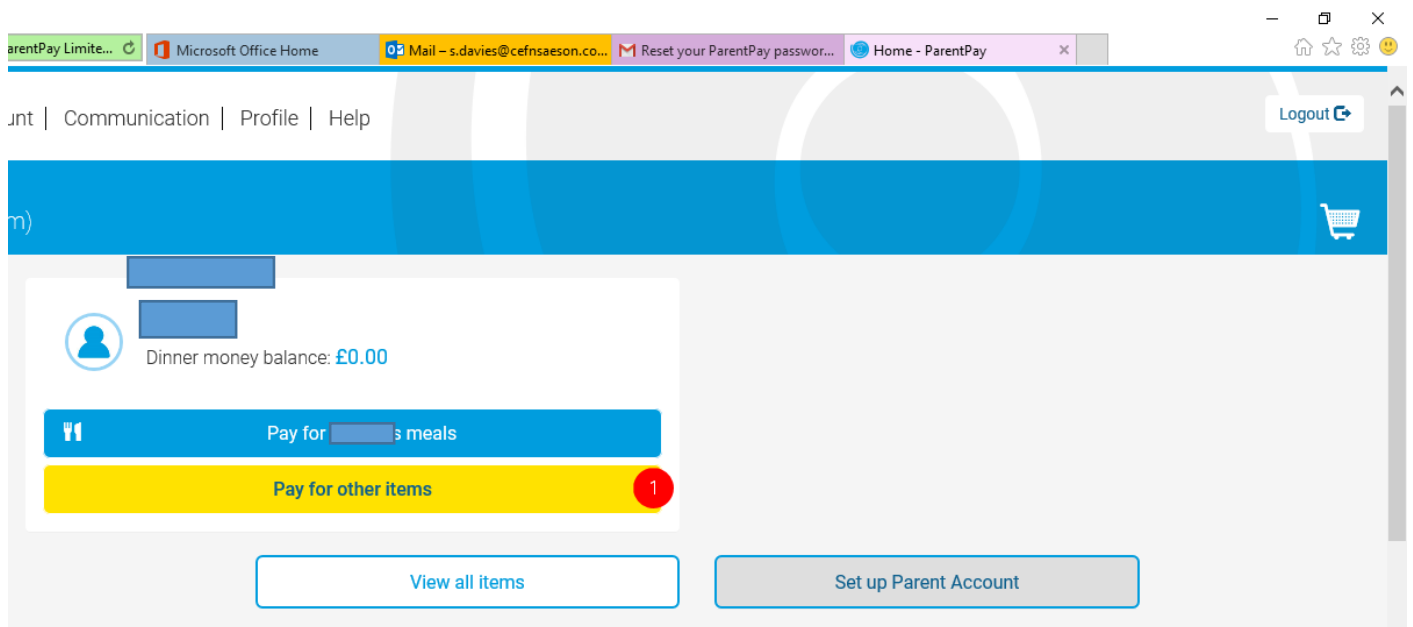


How to add money to account

Once you have logged into Parent Pay you will have this as your **Home Screen**

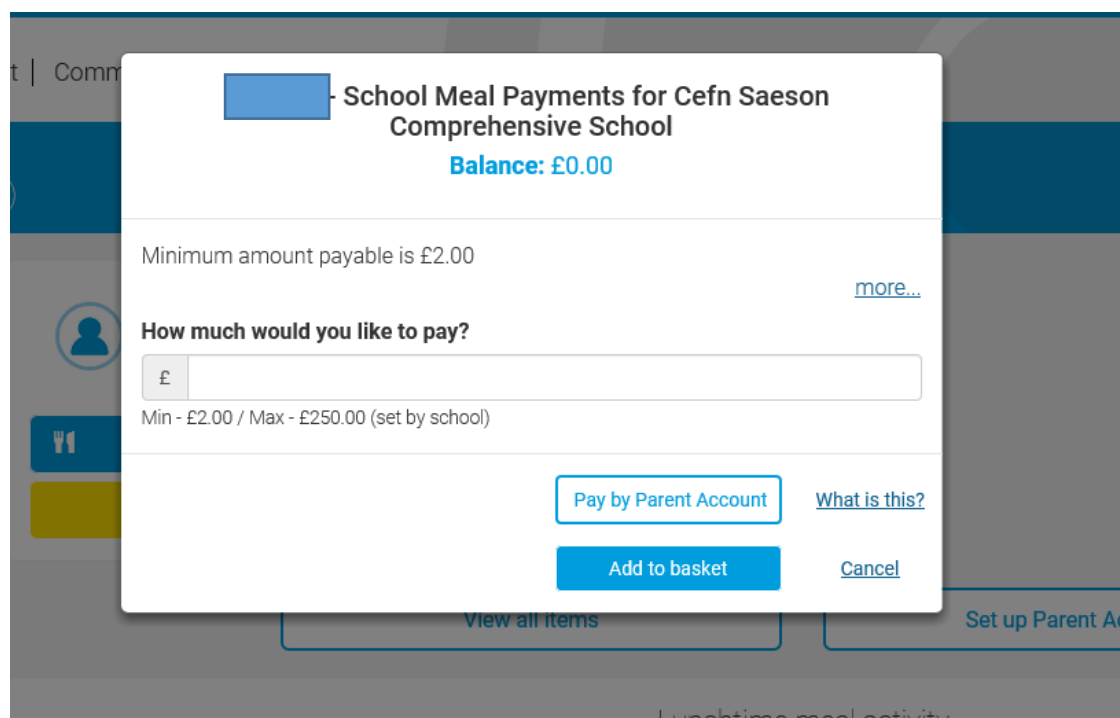
Step 1. You need to click on the knife and fork symbol which says **“Pay for (child’s Name) meals”**



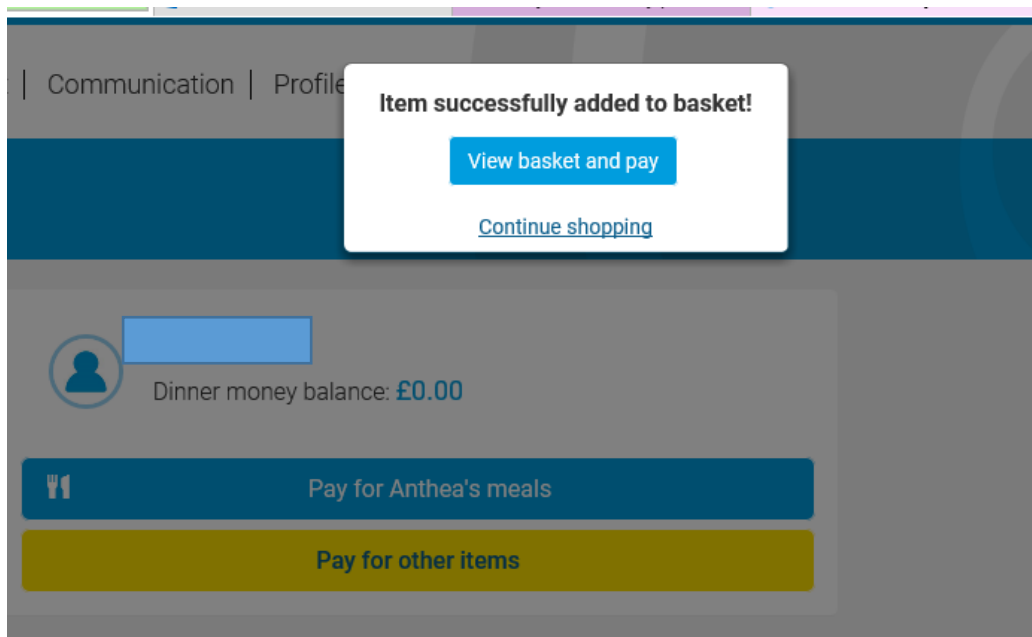
Step 2.

This pop up will then show up on your screen, you then add money. Click on **Add to Basket**

The only time you will need to pay by **Parent Account** is when you have put money into your account and have not assigned it to anything. For example dinner money or school trip.

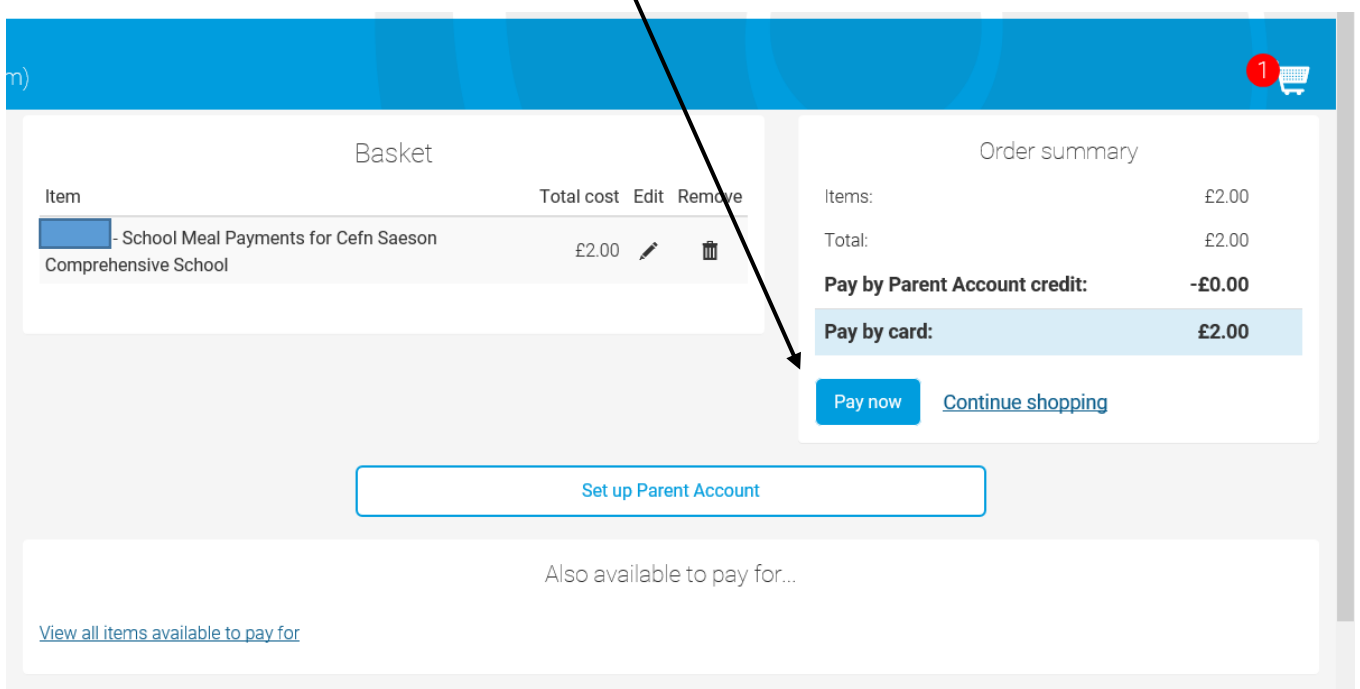


Step 3. Click on [View Basket and Pay](#)



Step 4.

Check the amount is correct, click on **Pay Now**



Step 5. Final steps,

Add your account details, and click on **Review Payment** in the bottom right hand corner

Once you have made the payment to Parent Pay.

You should receive an email stating that 'the payment was successful'

Enter payment details

Card type
[Visa]


Card number
[]
The long number on the front of your card.

Cardholder name
[]
The name displayed on the front of your card.

Expiry date
[--] / [--]
The date your card expires. Find this on the front of your card.

Security code (or "CVC" or "CVV")
[]
The last 3-4 digits displayed on the back of your card, or on an Amex card the 4 digits above the long number on the front.
[Get help with this?](#)

We accept the following cards:



Your payment data is protected on this site by Transport Layer Security (TLS) technology using a trusted certification authority.

Remember card details (optional)

Remember my card details for future use

Card nickname
[]
Give your card a nickname so you can easily identify it for future use.

Click 'Review payment' to review your payment details.

Review payment

