



**Ben Jonson**  
Primary School



Welcome to  
**Ben Jonson Primary School**  
Online Payment Service

# ParentPay

ParentPay is our secure online income collection and management service.

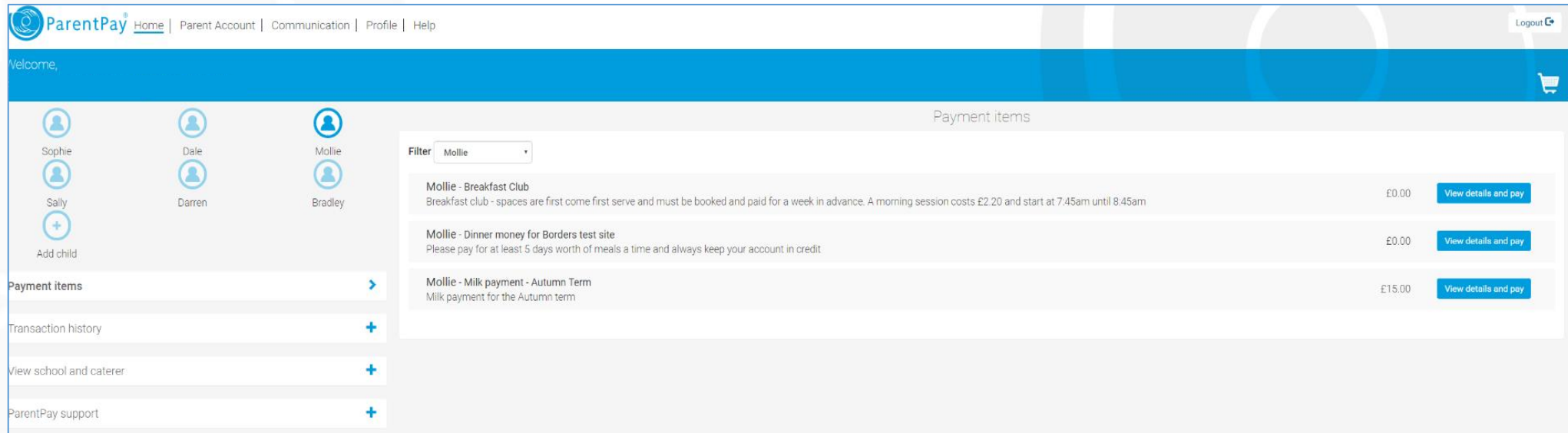
ParentPay allows you to make payments to school using your debit/credit card or in cash using ParentPay top-up card at your local PayPoint outlets. You can make payments for:

- Trips
- Breakfast club
- After school clubs and other items.



## How does it work?

The school set up payment items and assign them to the relevant children...this then appears in the payers account for you to pay.



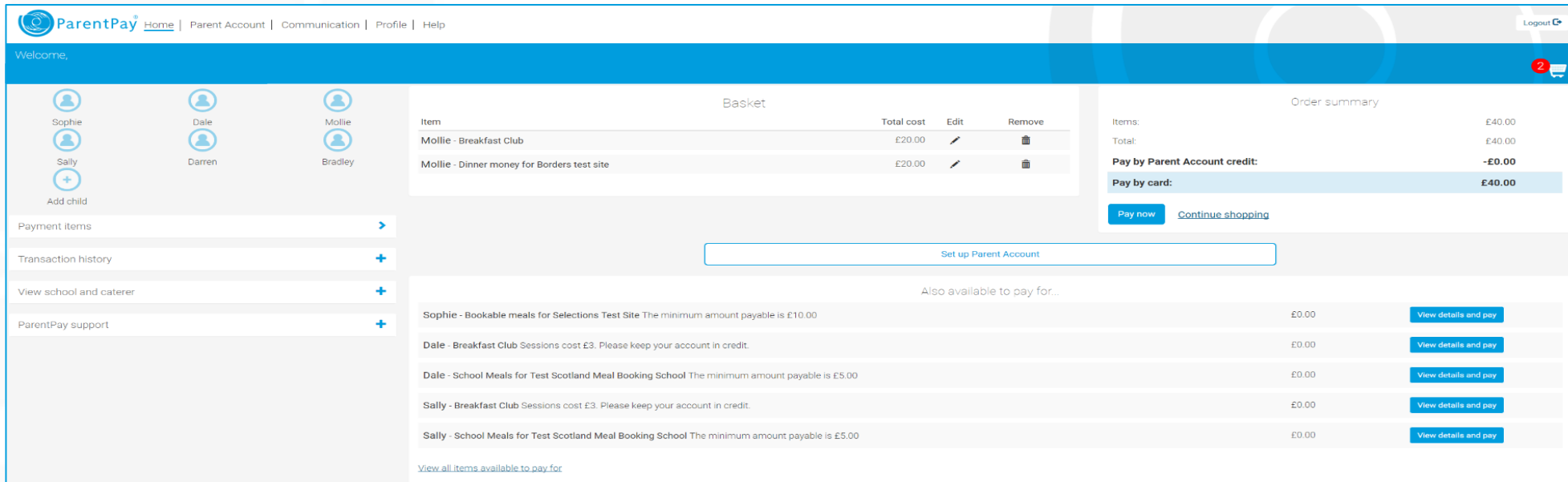
The screenshot shows the ParentPay website interface. At the top, there is a navigation bar with the ParentPay logo, links for Home, Parent Account, Communication, Profile, and Help, and a Logout button. Below the navigation bar, a blue banner says "Welcome," followed by a shopping cart icon. The main content area is titled "Payment items" and features a filter dropdown set to "Mollie". There are three payment items listed:

Payment Item	Amount	Action
<b>Mollie - Breakfast Club</b> Breakfast club - spaces are first come first serve and must be booked and paid for a week in advance. A morning session costs £2.20 and start at 7:45am until 8:45am	£0.00	<a href="#">View details and pay</a>
<b>Mollie - Dinner money for Borders test site</b> Please pay for at least 5 days worth of meals a time and always keep your account in credit	£0.00	<a href="#">View details and pay</a>
<b>Mollie - Milk payment - Autumn Term</b> Milk payment for the Autumn term	£15.00	<a href="#">View details and pay</a>

On the left side of the interface, there is a sidebar with a list of children: Sophie, Dale, Mollie, Sally, Darren, and Bradley. Below the children list is an "Add child" button. The sidebar also contains links for "Payment items", "Transaction history", "View school and caterer", and "ParentPay support".

## How does it work?

Once the item has been added, you will be able to make a payment online via ParentPay or with cash at your local PayPoint store



The screenshot shows the ParentPay user interface. At the top, there is a navigation bar with links for Home, Parent Account, Communication, Profile, and Help. A 'Welcome,' message is displayed on the left. Below this, there are profile icons for Sophie, Dale, Mollie, Sally, Darren, and Bradley, along with an 'Add child' button. A 'Payment items' section is visible with a right-pointing arrow. The main content area is divided into three sections: 'Basket', 'Order summary', and 'Also available to pay for...'. The 'Basket' section contains a table with the following items:


Item	Total cost	Edit	Remove
Mollie - Breakfast Club	£20.00		
Mollie - Dinner money for Borders test site	£20.00		


The 'Order summary' section shows a total of £40.00, with a 'Pay by Parent Account credit' of -£0.00 and a 'Pay by card' of £40.00. Below this, there are buttons for 'Pay now' and 'Continue shopping'. A 'Set up Parent Account' button is also present. The 'Also available to pay for...' section lists several items with their respective costs and 'View details and pay' buttons.





# How do you keep track?


You can keep track of your payments, balances and purchases at any time using the views and reports.


  
 Sophie


  
 Dale

  
 Mollie

  
 Sally

  
 Darren

  
 Bradley

  
 Add child

Payment items >

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Transaction history -

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**Payment history** >

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Balance history >

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View school and caterer +

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ParentPay support +

13 Oct 2015 - 14 Oct 2016

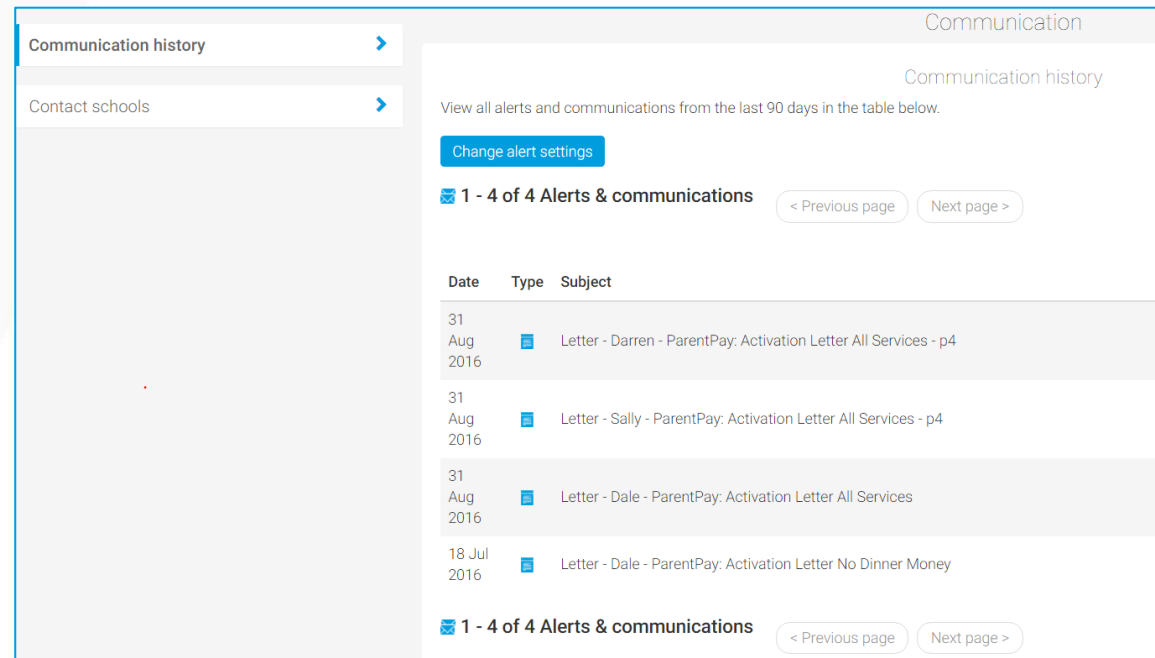
**Number of records:** 36

**Total:** £96.05

Child	Payment item	Payment method	Amount	Date paid	Paid to	Notes
Bradley	Breakfast Club	Credit: cash	£20.00	23 Sep 16	2015 Training Site Breakfast Club	
Dale	School Meals for Test Scotland Meal Booking School	ParentPay online   PPcard   x1111	£5.00	24 Mar 16	Nicola Scotland School	
Sally	School Meals for Test Scotland Meal Booking School	NA	£-2.10	24 Mar 16	Nicola Scotland School	
Dale	School Meals for Test Scotland Meal Booking School	NA	£-2.10	24 Mar 16	Nicola Scotland School	Booking Lunch time 24 Mar 2016
Sally	School Meals for Test Scotland Meal Booking School	NA	£20.00	22 Mar 16	Nicola Scotland School	
Darren	School Meals for Test Scotland Meal Booking School	Meal	£2.10	22 Mar 16	Nicola Scotland School	Attendance cancellation
Sally	School Meals for Test Scotland Meal Booking School	Meal	£-2.10	22 Mar 16	Nicola Scotland School	Lunch time:Pupils Meals Recorded at school from 22 Mar 2016 charged
Darren	School Meals for Test Scotland Meal Booking School	Meal	£-2.10	22 Mar 16	Nicola Scotland School	Lunch time:Pupils Meals Recorded at school from 22 Mar 2016 charged
Mollie	Dinner money for Borders test site	Meal	£-2.25	21 Mar 16	Scottish Borders Council demo Site	Lunch time:Pupil Meal Recorded at school from 21 Mar 2016 charged

## Don't miss out! Keep updated...

- You are able to set your account to receive automated alerts
- The school are able to send communication to you via email, SMS or letter.



The screenshot shows the 'Communication history' page in the ParentPay system. On the left, there are navigation links for 'Communication history' and 'Contact schools'. The main content area is titled 'Communication' and 'Communication history'. It includes a 'Change alert settings' button and a summary of '1 - 4 of 4 Alerts & communications' with navigation buttons for '< Previous page' and 'Next page >'. Below this is a table with columns for 'Date', 'Type', and 'Subject'. The table lists four entries, all of which are 'Letter' type communications from August 31, 2016, and one from July 18, 2016. At the bottom, there is another summary of '1 - 4 of 4 Alerts & communications' with navigation buttons.

Date	Type	Subject
31 Aug 2016	Letter	Letter - Darren - ParentPay: Activation Letter All Services - p4
31 Aug 2016	Letter	Letter - Sally - ParentPay: Activation Letter All Services - p4
31 Aug 2016	Letter	Letter - Dale - ParentPay: Activation Letter All Services
18 Jul 2016	Letter	Letter - Dale - ParentPay: Activation Letter No Dinner Money

## Why we need you to help us go cashless

**Our vision is to create a fully cashless school; helping us to continue to offer a safe, secure environment whilst better enabling us to support teaching and learning. ParentPay also helps you to:**

- **keep your children safe and minimises lost payments**
- **pay for items in a flexible and secure manner**
- **manage your payments simply, providing peace of mind**
- **keep up to date with payment and balance alerts via email/SMS**

Making life easier for you

**Paying by ParentPay helps our school enormously, whilst providing you with a more secure way to make payments.**

**Hundreds of thousands of parents are using ParentPay everyday, make sure you are one of them.**

**Thank you for your support!**



## Progress so far and changes from September 2018

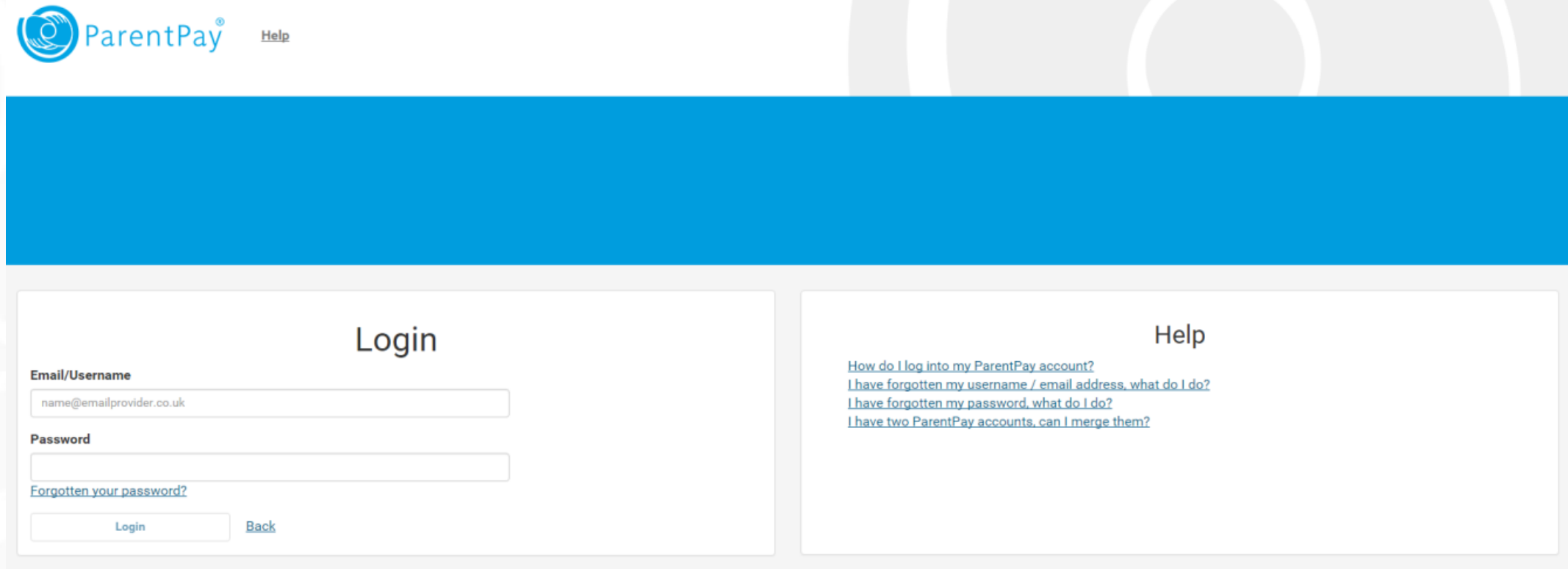
- Launch for after school clubs and breakfast club with great success in the summer term.
- “so easy to use” “much more convenient” “I don’t need to worry about sending my child with cash any more” – very positive feedback from parents so far!
- Will be launching for payments for trips and all other items in September
- From September parents will need to register to make contributions for trips and other items – cash will not be accepted in school

# Helping you get started

- You have already received an Activation Letter from the school
- This contains your unique **Username** and **Password** – this links you to your child(ren)
- These login details are for one-time use only. The details will become invalid after you have activated the account and selected your own preferred username and password.

# Helping you get started

- Step 1: Go to [www.parentpay.com](http://www.parentpay.com) and access the login screen:



The screenshot shows the ParentPay website's login interface. At the top left is the ParentPay logo and a 'Help' link. Below this is a large blue horizontal bar. The main content area is divided into two columns. The left column is titled 'Login' and contains a form with two input fields: 'Email/Username' (with the placeholder 'name@emailprovider.co.uk') and 'Password'. Below the password field is a link for 'Forgotten your password?'. At the bottom of the form are two buttons: 'Login' and 'Back'. The right column is titled 'Help' and contains three links: 'How do I log into my ParentPay account?', 'I have forgotten my username / email address, what do I do?', and 'I have two ParentPay accounts, can I merge them?'.

# Helping you get started

- Step 2: Type the **username and password** received in the activation letter into the **Email/Username** and **Password** boxes on the Login screen.

## Login

**Email/Username**

**Password**

[Forgotten your password?](#)

[Back](#)

## Activate your account today

**Title**  
Mrs

**Name**  
Minnie Mouse

**Email address (this will be your username)**  
mmouse@mousemail.com

*You will use your email address as your ParentPay username. We'll also send an email to you after you've activated so we can verify it's you.*

**Confirm email address**  
mmouse@mousemail.com

**Create a 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 policy](#)

**Activate now >>**

## Helping you get started



- Step 3: Follow the on-screen instructions to successfully activate the account
- These fields are mandatory:
- Enter your **Title**, **First name** and **Last name**.
- Enter your **Email address**. This will become your username when you log into your ParentPay account in future.
- Create a **password** (passwords are case sensitive, must be between six and twenty characters and contain at least one number).
- Read the ParentPay **terms and conditions** and tick the box to accept the terms and conditions.
- Click **Activate now**.

# Helping you get started

- Step 4: A verification email will be sent to the email address you listed. **You will need to click on the link within the email to activate and access your account.**

You're only one step away from using ParentPay!

Mrs Minnie Mouse [supporttest101@parentpay.com](mailto:supporttest101@parentpay.com)

[Click here](#) to verify your email address  
and confirm your account.

Verify your email address

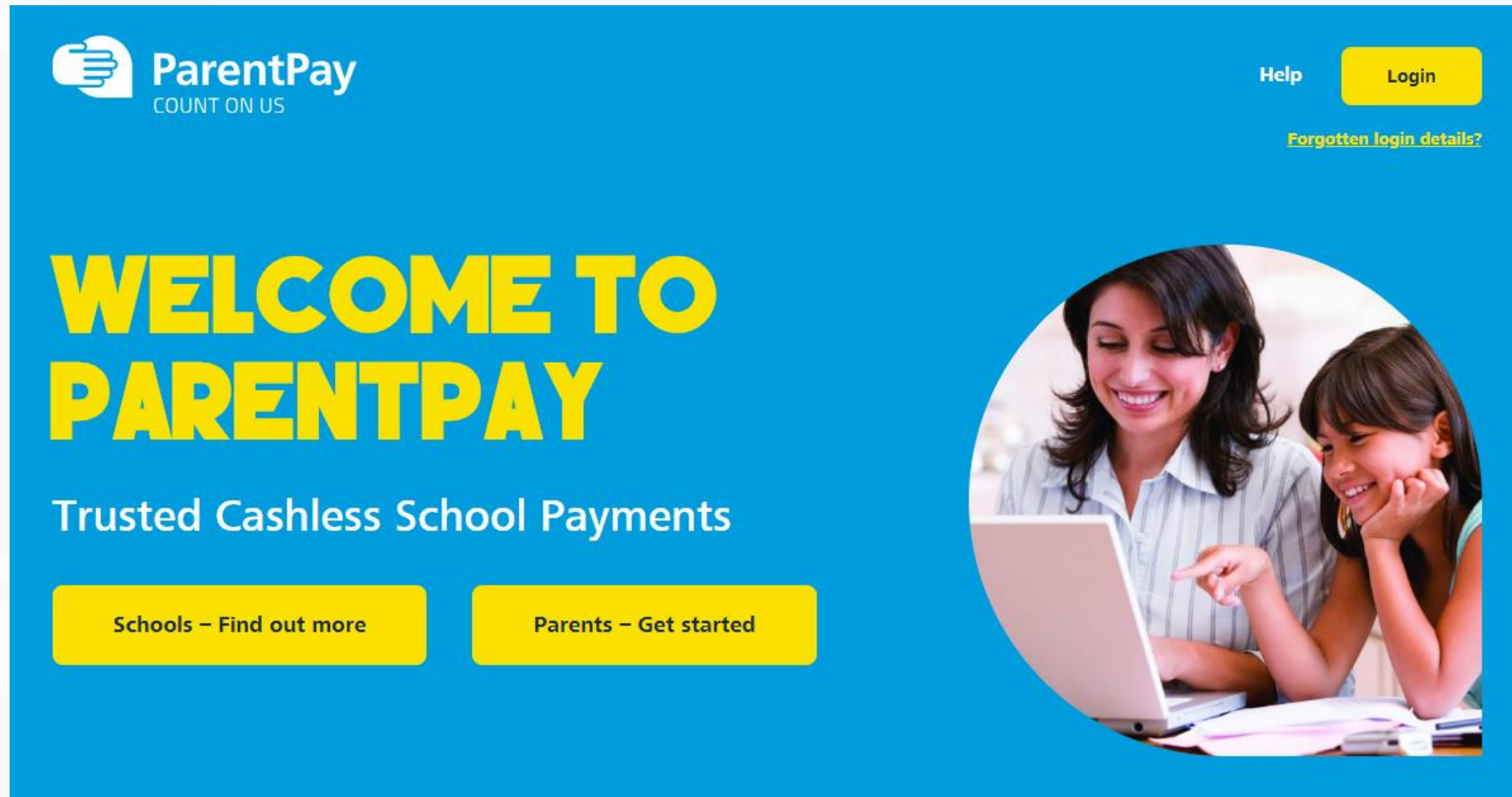
Didn't sign up for ParentPay?

If you have received this email in error, it's likely someone mistyped their email address. If you did not sign up for ParentPay, simply disregard this email. You do not need to take any further action.

# Helping you get started - Recap

1. Go to [parentpay.com](https://parentpay.com) and click login
2. Use the username and password on your activation letter to login
3. Enter your details and select a new username and password
4. Check your email for confirmation from parent pay and click on the link to verify your account

Thank you, any questions?

A screenshot of the ParentPay website banner. The background is blue. In the top left is the ParentPay logo with the tagline 'COUNT ON US'. In the top right are 'Help' and 'Login' buttons, and a link for 'Forgotten login details?'. The main text reads 'WELCOME TO PARENTPAY' in large yellow letters, followed by 'Trusted Cashless School Payments' in white. At the bottom are two yellow buttons: 'Schools - Find out more' and 'Parents - Get started'. On the right side, there is a circular image of a smiling woman and a young girl looking at a laptop together.

ParentPay  
COUNT ON US

Help Login

[Forgotten login details?](#)

# WELCOME TO PARENTPAY

Trusted Cashless School Payments

Schools – Find out more

Parents – Get started