



ParentPay



Bulwell Academy



Pay online for school meals & trips



From September 2016, we want to be a **CASHLESS** school.

School dinners, trips and other items can be paid for in 3 ways:

- Online using **ParentPay** (our preferred choice)
- **PayPoint** card (topping up using cash in local stores)
- **Cheque** (payable to The Bulwell Academy)



No more problems with lost money.

No more having to look for change.



**Pay online for
peace of mind**

A convenient way to pay

Using **ParentPay**, you can now pay securely online for **meals, trips and other items** using a debit/credit card.

- You can also pay online with cash in a local store using a **PayPoint card**.
- Paying online gives you the peace of mind that comes with knowing that your money has reached the school safely and is used for its intended purpose.

**No more problems
with lost money.**





**Pay in a few
simple clicks**

ParentPay is simple to use

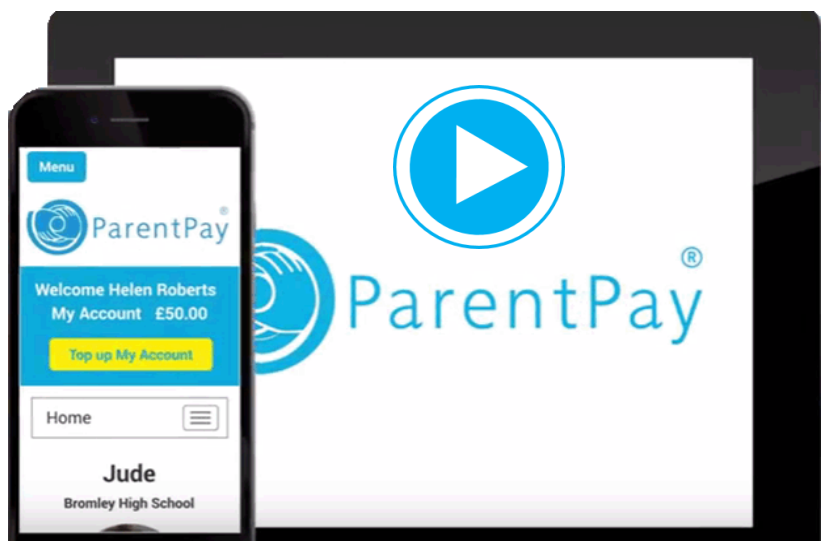
- Top up on a smart phone
- Top up on a tablet
- Top up on a laptop or PC



ParentPay My Account Overview



Search for
**“ParentPay
My Account
Overview”** on
YouTube for a
demonstration





**“I don’t have access
to the internet.
How do I pay?”**

No internet access?

- You can top up your child’s account using a **PayPoint card** in local stores where you see the PayPoint logo.
- Shops using PayPoint can take cash or debit/credit card for payments.
- Even if you do not pay online, it is still useful to access your ParentPay account so you can have a look at what your child is eating and spending. Why not visit your local library to use a computer or ask a friend to help?
- If you do not want to pay using ParentPay or PayPoint, you can pay by **Cheque** to The Bulwell Academy.



Activate your Account

How to activate your ParentPay account

1. Have your *activation letter* ready
2. Go to *www.parentpay.com*
3. Select *Login* at the top right of the screen
4. Enter the *Username* and *Password* provided in your activation letter, and select **Activate**
5. Complete the activation as detailed on the screen

You can now log in to your account



Topping up your Parent Account

How to top up your Parent Account

You can choose to maintain a credit balance in your Parent Account to help with budgeting and make school payments quick and easy.

1. **Log in** to your account
2. Click on **Set Up Parent Account**
(or select Parent Account tab)
3. Choose an amount to add to your Parent Account, then select **Pay now**
4. Enter your debit / credit card details or use a stored card, then select **Review payment**
5. Review your payment and select **Make payment**



ParentPay



Pay for items

How to pay for items

*You can pay for items from your Parent Account credit
OR straight from your debit or credit card.*

1. For one of your children, select

Pay for <child's name>'s meals

or **Pay for other items**, ie, trips

2. Type in how much you would like to pay, then select

Add to basket

3. Select **View basket and pay**

4. Review the order summary details and ...

EITHER: Select **Pay now**, and complete secure checkout

OR: Select **Pay by Parent Account**

5. You will receive an onscreen notification when you have completed payment.



ParentPay



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REMEMBER...

From September 2016, we want to be a CASHLESS school.

We will **only** accept ParentPay, PayPoint or Cheques for school dinners, school trips and other items.



For more information:



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www.bulwellacademy.co.uk

www.parentpay.com

You **Tube**

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