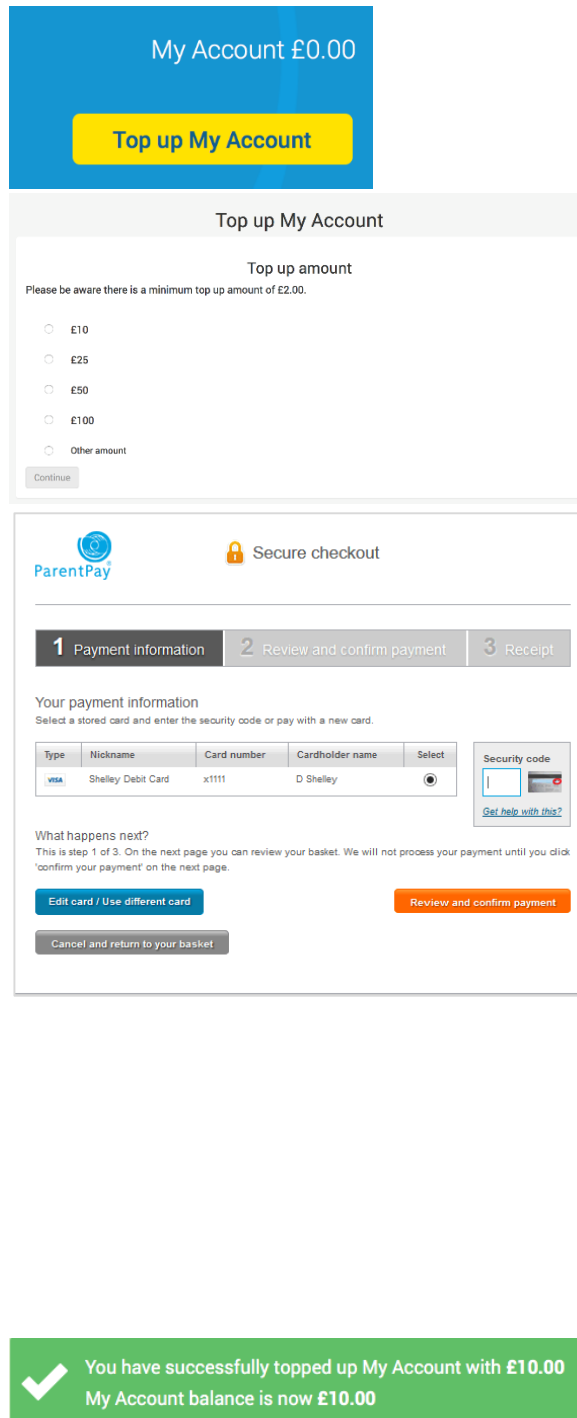


How to top up your account and then make a payment

Topping up an account :

1. Navigate to www.parentpay.com and log in to your account.
2. Select the Top up My Account quick link
3. Choose an amount to top up from the options provided or enter the amount manually in the 'Other amount' box
4. Select Continue
5. If you have a stored card(s) on your account you may select and pay with this card, entering only the Security code/CVV and selecting Review and confirm payment
6. If you have no stored cards, or you wish to use a card not currently saved on your account, select Edit card / Use a different card. You can now enter your payment details into the secure payment page. Select Review and confirm payment to complete your payment.
7. Review your payment and select Confirm your payment.
8. If you wish you can now print a receipt, otherwise select Return to ParentPay.
9. You will receive a success notification of your payment at the top of the screen.



The screenshot shows the 'Top up My Account' process in three stages:

- Top up My Account:** A blue header shows 'My Account £0.00' and a yellow 'Top up My Account' button. Below, the 'Top up My Account' form asks for a 'Top up amount' with radio button options: £10, £25, £50, £100, and 'Other amount'. A 'Continue' button is at the bottom.
- Secure checkout:** The ParentPay logo and 'Secure checkout' are at the top. A progress bar shows '1 Payment information', '2 Review and confirm payment', and '3 Receipt'. Under 'Your payment information', it says 'Select a stored card and enter the security code or pay with a new card.' A table lists a stored card: Type: VISA, Nickname: Shelley Debit Card, Card number: x1111, Cardholder name: D Shelley, and a 'Select' radio button. A 'Security code' input field is to the right. Below the table, it says 'What happens next? This is step 1 of 3. On the next page you can review your basket. We will not process your payment until you click 'confirm your payment' on the next page.' Buttons for 'Edit card / Use different card', 'Review and confirm payment', and 'Cancel and return to your basket' are at the bottom.
- Success notification:** A green banner with a white checkmark icon says 'You have successfully topped up My Account with £10.00' and 'My Account balance is now £10.00'.

Parents: After topping-up, please click 'Pay for items' (button below) to pay money onto a school or meal account.

Making a payment :

1. For one of your children select Pay for items

2. Select View details and pay for an item you wish to purchase

Payment items		
Item description	Name	Amount
<p>School Meals for Oceania Primary School</p> <p>The minimum payment for school meals is £10.00</p> <p>Provided by: Oceania Primary School</p> <p>Balance: £ -14.30</p>	Bella	- View details & pay
<p>Trip to the Castle</p> <p>The trip to the Castle will take place on 18th April and will cost £10.00.</p> <p>Provided by: Oceania Primary School</p> <p>Cost: £10.00</p>	Bella	£10.00 View details & pay

3. Complete the payment details (this screen may vary depending on the item you are purchasing).

School Meals for Oceania Primary School - Bella

Provided by: Oceania Primary School

Description: The minimum payment for school meals is £10.00

Balance: £84.56

Edit amount

£

Min - £10.00 / Max - £250.00

Add notes

[Pay now](#) [Cancel](#)

4. Select Pay now

5. You will receive a success notification at the top of your home screen once you completed payment for an item at a school using funds from your My Account balance

✓ You have successfully paid £15.00 for School Meals for Oceania Primary School for Bella
My Account Balance is now £105.00