Creating Opportunity ~ Realising Potential
~ Developing Individuals ~

INVESTOR IN PEOPLE

KILKEEL HIGH SCHOOL

mark of excellence

Queen's Academy School

PARENT PAY – An introduction to our online payment service

www.parentpay.com

STEP 1: ACCOUNT ACTIVATION EMAIL

KHS will send account activation details to the email address you provided to enable you to set up your *ParentPay* account.

STEP 2: ACTIVATION

Visit www.parentpay.com

- Enter your Activation username and password in the Account Login section

  NB. These are for one-time use only, please choose your own username and password for future access during the activation process

- Provide all the necessary information and choose your new username and password for your account - *registering your email address will enable us to send you receipts and reminders*

Once activation is complete you can go to straight to Items for payment, select which item(s) you want to add to your basket and proceed to complete your payment.

If you have more than one child at a ParentPay school/s you can add them to a single account, providing one login for all children.