



Creating Opportunity ~ Realising Potential
~ Developing Individuals ~



KILKEEL HIGH SCHOOL



Queen's Academy School

PARENT PAY – An introduction to our online payment service

platform@parentpay.com
To: JeanieBloggs@hotmail.com
Tue 21/06/2022 15:41

IMPORTANT: This letter contains sensitive information and must be managed carefully.

ParentPay Activation Letter for Hanna Bloggs

Mr and Mrs Bloggs
48 Example Road
Kilkeel
Co. Down
BT344XW

Dear Mr and Mrs Bloggs

Pupil: Hanna Bloggs Class: 10Z

Before entering the codes below, please check that this letter is correctly addressed to the child you need an account for

Username: JeanieBloggs@hotmail.com
Password: Changed by user

Already have a ParentPay account?
If you already have a ParentPay account, either with our school or another ParentPay school, you can simply login to that account and add your other children via the **add a child** button on your home page. You will need the activation username and password above to do this.



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.



Login

Important: Existing users adding a child, please read our help document or watch our video: How to add a child to an existing account

Email/Username

name@emailprovider.co.uk

Password

[Forgotten your password?](#)

Login

[Back](#)

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 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.

