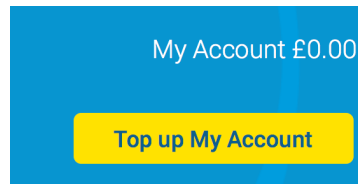
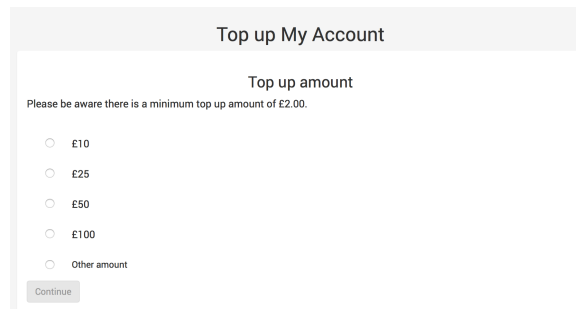
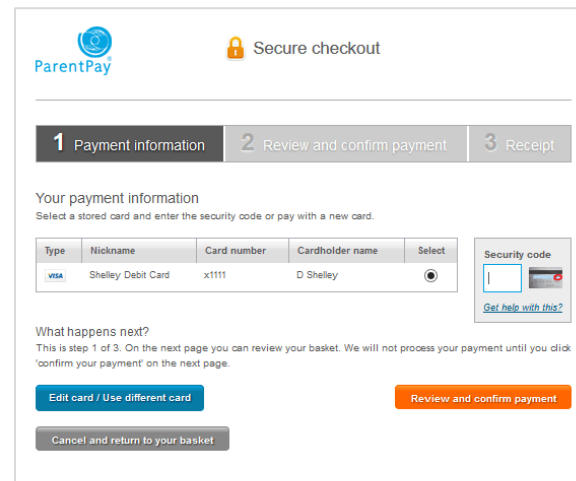
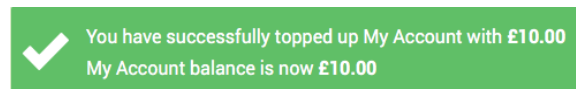


How to top up your account and then make a payment

Topping up an account :

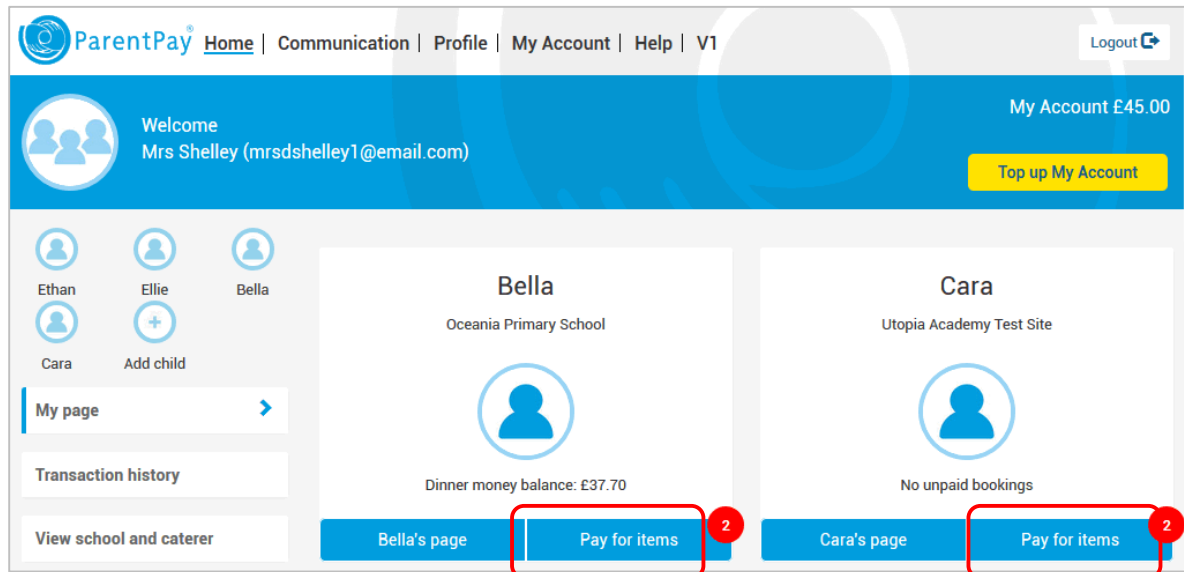
1. Navigate to www.parentpay.com and log in to your account.
2. Select the **Top up My Account** quick link
3. Choose an amount to top up from the options provided or enter the amount manually in the 'Other amount' box
4. Select **Continue**
5. If you have a stored card(s) on your account you may select 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.

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

