



# ParentPay



## ACTIVATION

Already have a ParentPay Account?

**Important:** Read this before you Add a Child to an existing account

### Activate a new account

You'll need an activation letter from school to get started. If you have lost this or not yet received it, contact the school.

You need a valid email address as a username and for account verification.

Navigate to [parentpay.com](https://parentpay.com)

1. Select **Login** at the top right corner of the screen
2. Enter the **username** and **password** provided in your account activation letter and select **Activate**
3. Complete the activation as detailed on the screen.
4. That's it you're done!

### The Activation code

If you have never held an account with ParentPay, you will need an account activation letter from your child's school.

The activation codes will always be **8 capital letters** for the username, the password begins with the letter '**a**' and is followed by numbers.