

# HOW TO SET UP A PARENT PAY ACCOUNT FOR CASHLESS CATERING, TRIPS & OTHER PAYMENTS

Before you start you will need:

- Access to the internet
- Your child's **Temporary Username**
- Your child's **Temporary password**
- A personal e mail address

Please note that **if you already have an account set up linked to your e mail address for Parentpay** for yourself, or any other children, please log in to this account and use guide from Point 7 below as well as the Temporary username and password to link your account to your child's Christleton High School Parentpay account.

1. To access Christleton High School Parentpay please either visit the School website [www.christletonhigh.co.uk](http://www.christletonhigh.co.uk) and click on the 'Pay Online' logo and follow the links or go directly to the Parentpay home page <https://www.parentpay.com/public/client/security/#/login>

ParentPay

Help English

## Digital Pocket Money, for young people...

Embrace digitalisation with a **nimbl** prepaid Mastercard & smartphone app

Important: Existing users adding a child - Please read

Login

Email/Username  
name@emailprovider.co.uk

Password

[Forgotten your password?](#)

Login Back

If you have been instructed by your school in Scotland to access ParentPay using your mygovscot myaccount, then please login here

**Sign in with**  
mygovscot  
myaccount

[What is mygovscot myaccount?](#)

Help

[How do I log into my ParentPay account?](#)  
[I have forgotten my username / email address, what do I do?](#)  
[I have forgotten my password, what do I do?](#)  
[I have two ParentPay accounts, can I merge them?](#)

08:18  
09/06/2018

2. Enter the Temporary details provided in your letter & then click 'Activate now,' then you will receive a verification email.

ParentPay

### Activate your account today

**IMPORTANT: Existing users adding a child - DO NOT CONTINUE [Please read](#)**

**Title**  
Please choose a title

**Name**  
First name Last name

**Email address (this will be your username)**  
Email address Confirm email address

**Create a password**  
Create a password Confirm password

Passwords must contain between 6 and 20 characters, at least one letter and one number and are case sensitive.

I confirm that I have read, understood and agree with the ParentPay [terms and conditions](#) and [privacy notice](#)

We use your name and title to identify you on ParentPay. This information is visible to the school that your child attends.

We use your email as your username, as part of allowing you to access your account and to contact you with any important changes to your account.

We store your password securely to allow you to access your account. We recommend choosing a password that is hard to guess, such as a combination of four or more words.

3. Click on the links in the verification e mail to be directed to the Parentpay home page

ParentPay  
COUNT ON US

Help Login

[Forgotten login details?](#)

# WELCOME TO PARENTPAY

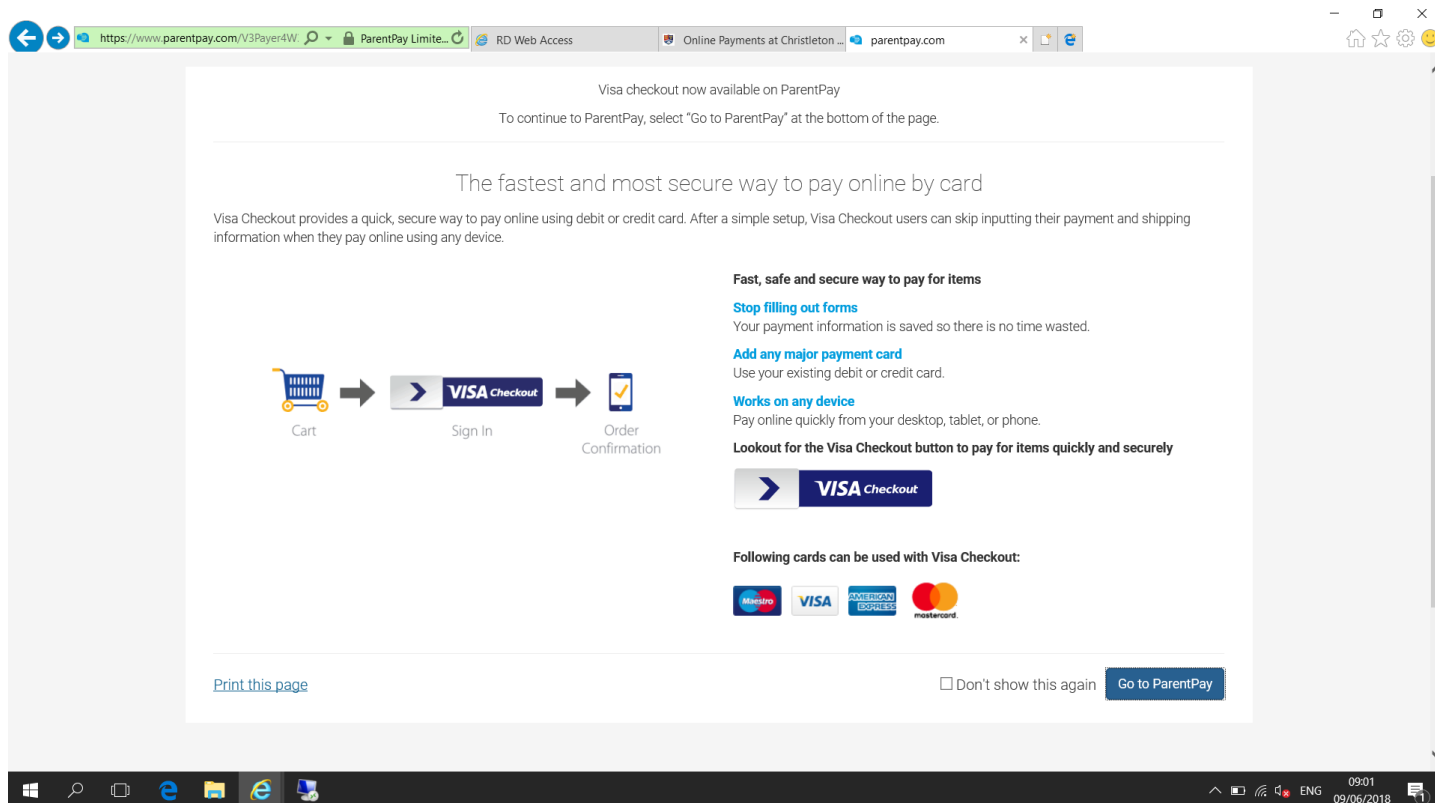
Trusted Cashless School Payments

Schools - Find out more Parents - Get started

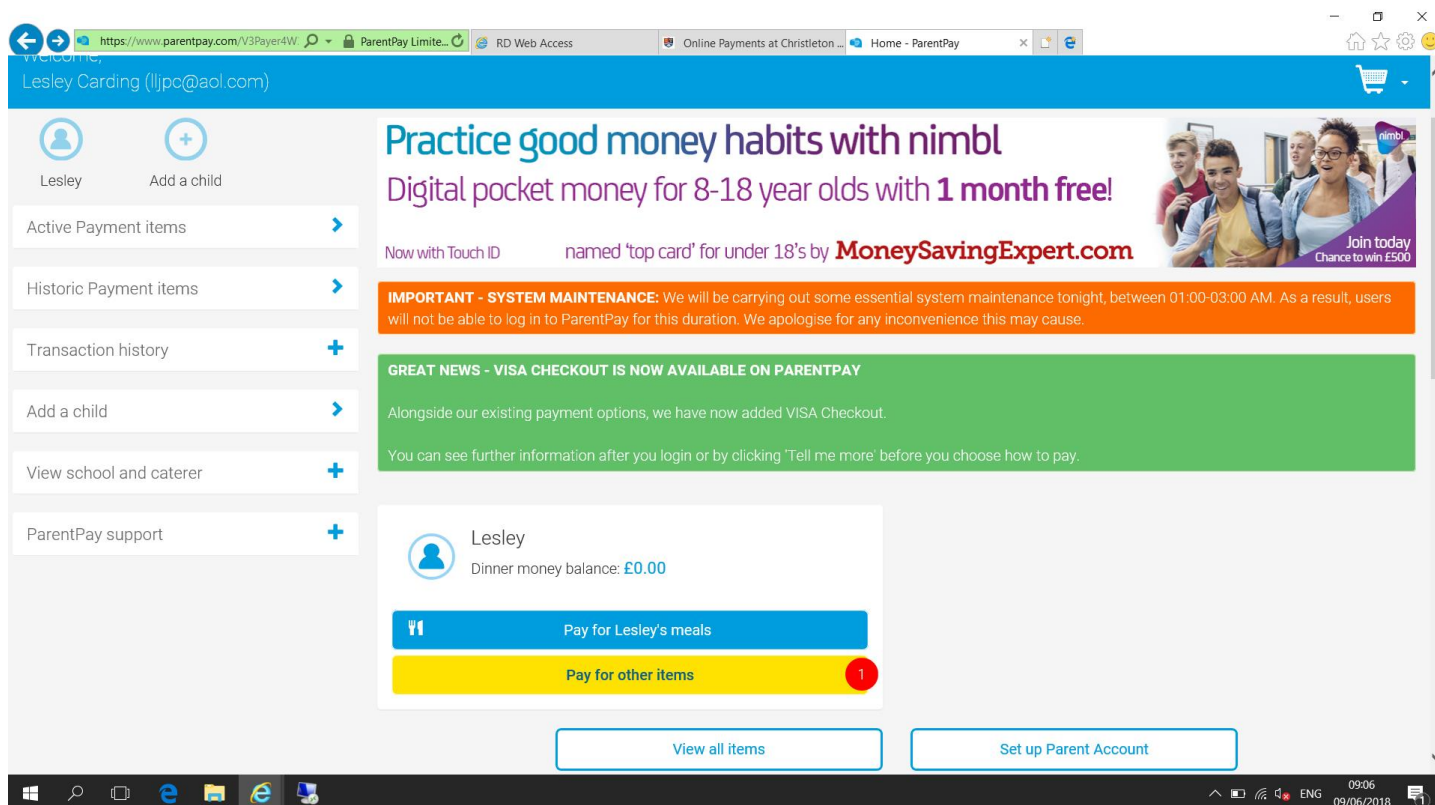
ParentPay  
COUNT ON US

Schools For Schools Parents For Parents About ParentPay About Us

4. Please click on 'Log in' in the top right to reach the screen at point 2 to enter your e mail address in the first box and the password that you have set in the relevant box to reach the screen below and click 'Go to Parentpay'



5. This is the home screen, from here you can follow links to pay for Cashless Catering, trips or equipment; View meals that have been bought or add other children to your account



- 6.

7. To add other students to your account please click as shown below. Please email [cashoffice@christletonhigh.co.uk](mailto:cashoffice@christletonhigh.co.uk) if you require a new Temporary Username & password

Lesley Carding (ljpc@aol.com)

ice good money habits with nimbl  
Digital pocket money for 8-18 year olds with 1 month free!

Now with Touch ID named 'top card' for under 18's by **MoneySavingExpert.com**

**IMPORTANT - SYSTEM MAINTENANCE:** We will be carrying out some essential system maintenance tonight, between 01:00-03:00 AM. As a result, users will not be able to log in to ParentPay for this duration. We apologise for any inconvenience this may cause.

**GREAT NEWS - VISA CHECKOUT IS NOW AVAILABLE ON PARENTPAY**

Alongside our existing payment options, we have now added VISA Checkout.  
You can see further information after you login or by clicking "Tell me more" before you choose how to pay.

Lesley  
Dinner money balance: £0.00

Pay for Lesley's meals

Pay for other items

View all items

Set up Parent Account

8. We strongly recommend that click on Communications (top of screen) and Alert settings (Left of screen) to set alerts to let you know when your child needs more Cashless Catering credit
9. You can return to the home page to follow the links to add credit to your child's Cashless Catering or pay for trips and add them to your basket
10. When you are ready to pay click on the basket in the top right to checkout
11. If you wish to pay for books or equipment please visit the Christleton High School Parentpay Shop at <https://www.parentpay.com/ParentPayShop/Uniform/Default.aspx?shopid=713>
12. If you need any further help, please contact the school cash office at [cashoffice@christletonhigh.co.uk](mailto:cashoffice@christletonhigh.co.uk).