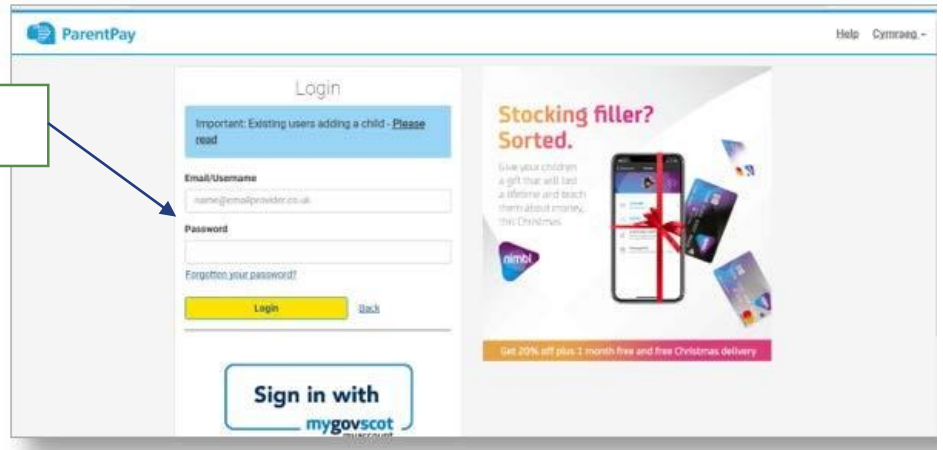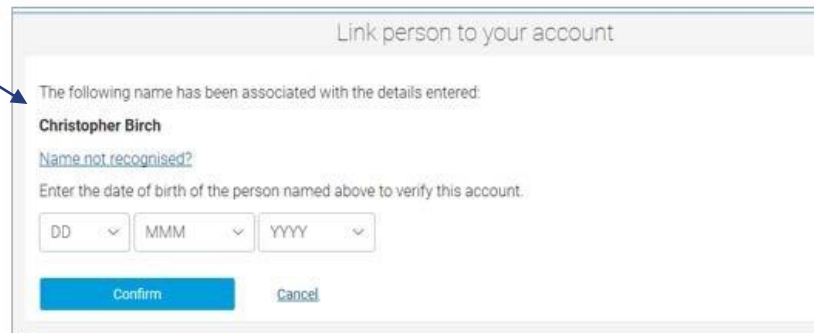## How to activate your account?

Before you can activate a ParentPay account, you will need the activation letter which is provided by your child's school. If you don't have this, please contact the school directly to request a copy.
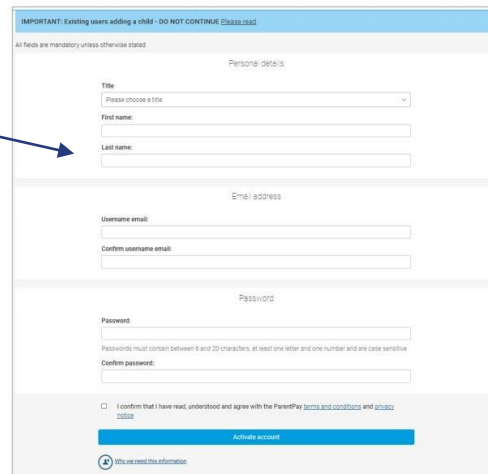

1. Go to www.parentpay.com

2. Type in the username and password provided in the activation letter from school, be sure not to confuse the letter l (for lima) with the number one (1) and the number 0 (zero) with the letter o (for oscar).
NOTE: The user details are case sensitive and for one-time use only. They will become invalid after account activation

3. Confirm the details are correct and enter the date of birth for your child and click Confirm

1. **Follow the on-screen instructions to successfully activate the account. You will need to enter in their name, an email address and select a password for the account (your email address will become your username)**

Read the ParentPay terms and conditions and click in the box to accept at the bottom of the page then click Activate account.

2. **A verification email will be sent to the user. They will need to click on the link within the email to complete the process and access their account.**