

## An easy guide to online payments at CCS

### Activate your ParentPay account

To activate your account, have the account activation letter issued to you at the start of the year to hand. If you need a duplicate copy, please email [parentpay@ccs.northants.sch.uk](mailto:parentpay@ccs.northants.sch.uk)

To set up your account, you will need to provide a current email address. This will be your username and will also be used for verification purposes.

1. Go to [www.parentpay.com](http://www.parentpay.com)
2. Select **Login** at the top right corner of the screen
3. Enter the **username** and **password** provided in your account activation letter and select **Activate**
4. Complete the activation as detailed on the screen.

You can now log in to your account.

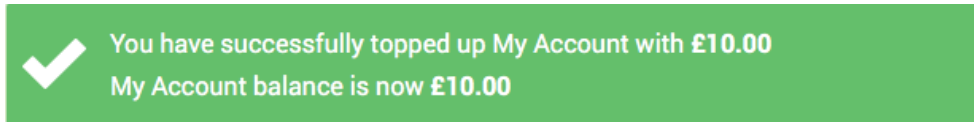
### How to make a payment

1. Select your child and **Pay for other items**

The screenshot shows the ParentPay user interface. At the top, there is a navigation bar with links for Home, Communication, Profile, My Account, Help, and V1, along with a Logout button. Below this is a blue header area with a welcome message for Mrs Shelley (mrsdshelley1@email.com) and a 'Top up My Account' button. The main content area is divided into two columns. The left column contains a list of children: Ethan, Ellie, Bella, and Cara, with an 'Add child' button. Below this are links for 'My page', 'Transaction history', and 'View school and caterer'. The right column features two child profiles: Bella (Oceania Primary School) with a 'Dinner money balance: £37.70' and Cara (Utopia Academy Test Site) with 'No unpaid bookings'. Both profiles have a 'Pay for items' button with a red '2' icon, indicating the next step in the process.

2. Select **View details and pay** for the item you wish to purchase. Please enter the amount you wish to pay, tick the consent box and then **pay now**.
3. Please complete the payment details (this screen will vary depending on the funds in your account).

4. Select **Pay now** or **Top up My Account**. If you need to **top up**, choose the 'Other amount' box and manually enter the total amount of items you wish to purchase and press select **Continue**.
5. You can now enter your payment details into the secure payment page. Select **Review and confirm payment** to complete your payment.
6. You will receive a success notification at the top of the screen

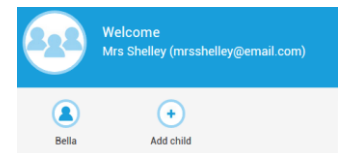


**Parents: After topping-up, please click 'Pay for items' (button below) to pay money onto a school or meal account.**

## Adding a child to your account: Cross-school login

If you have more than one child at CCS or children at different schools that use ParentPay you are able to 'Add' those children to your newly activated or existing ParentPay account creating a cross-school account.

1. Select the **Add child** icon from your home page (or go to Profile > Add a Child).
2. Enter the username and password for the child you want to add using the codes provided in your activation letter.
3. Select search
4. Ensure the details displayed are correct and select Add to my account.

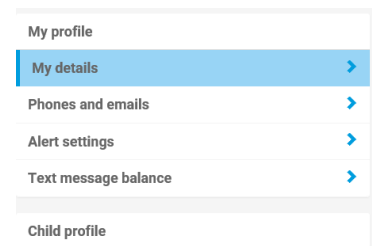


Activation code 1 / Username:

Activation code 2 / Password:

## Edit/Update your profile

If you need to update or change your email address, click on **Profile** at the top of the page and update the relevant section.



If you need any further assistance on activating your account or have a general enquiry, please email the school at [parentpay@ccs.northants.sch.uk](mailto:parentpay@ccs.northants.sch.uk) or call on 01604 344744 during term time.