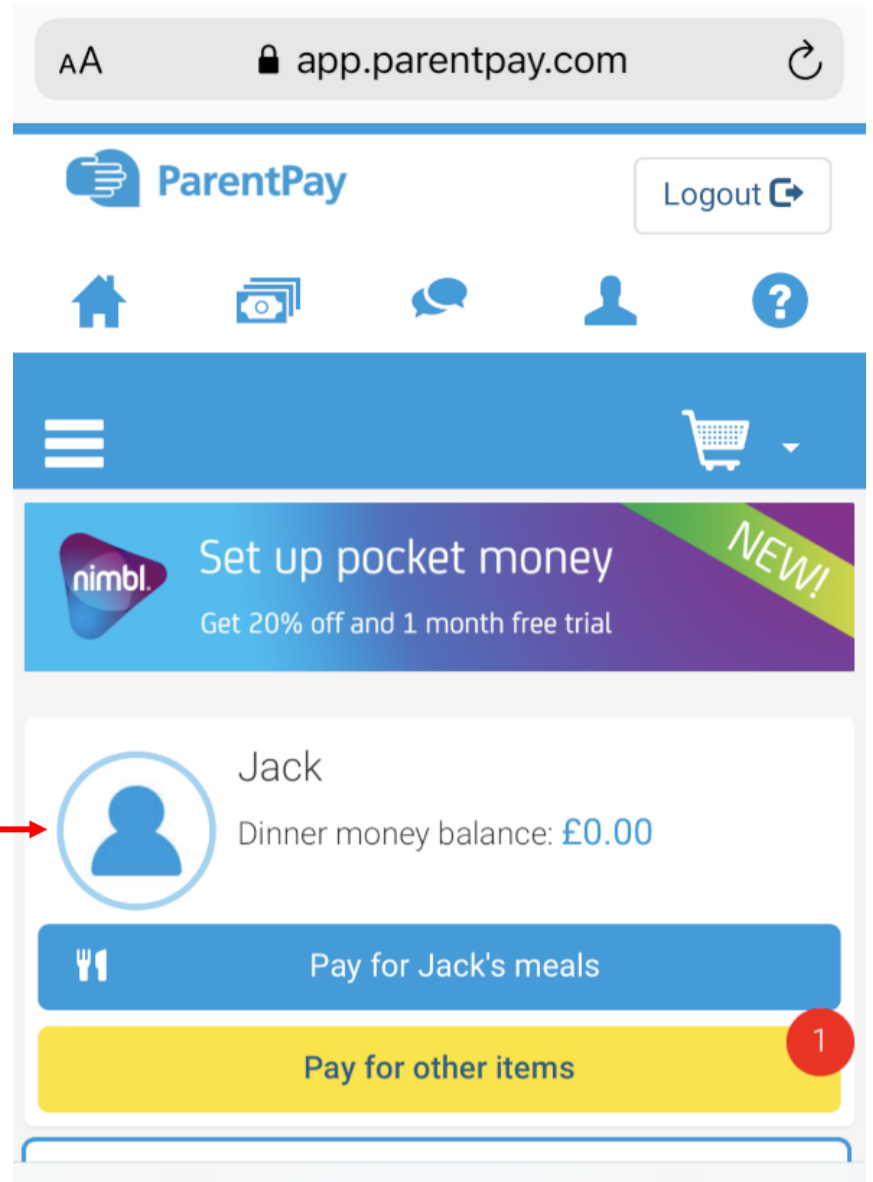# Setting up ParentPay

Go onto an internet search engine and type in 'ParentPay'
You will then be able to log in using the unique log in details provided on your letter from school.
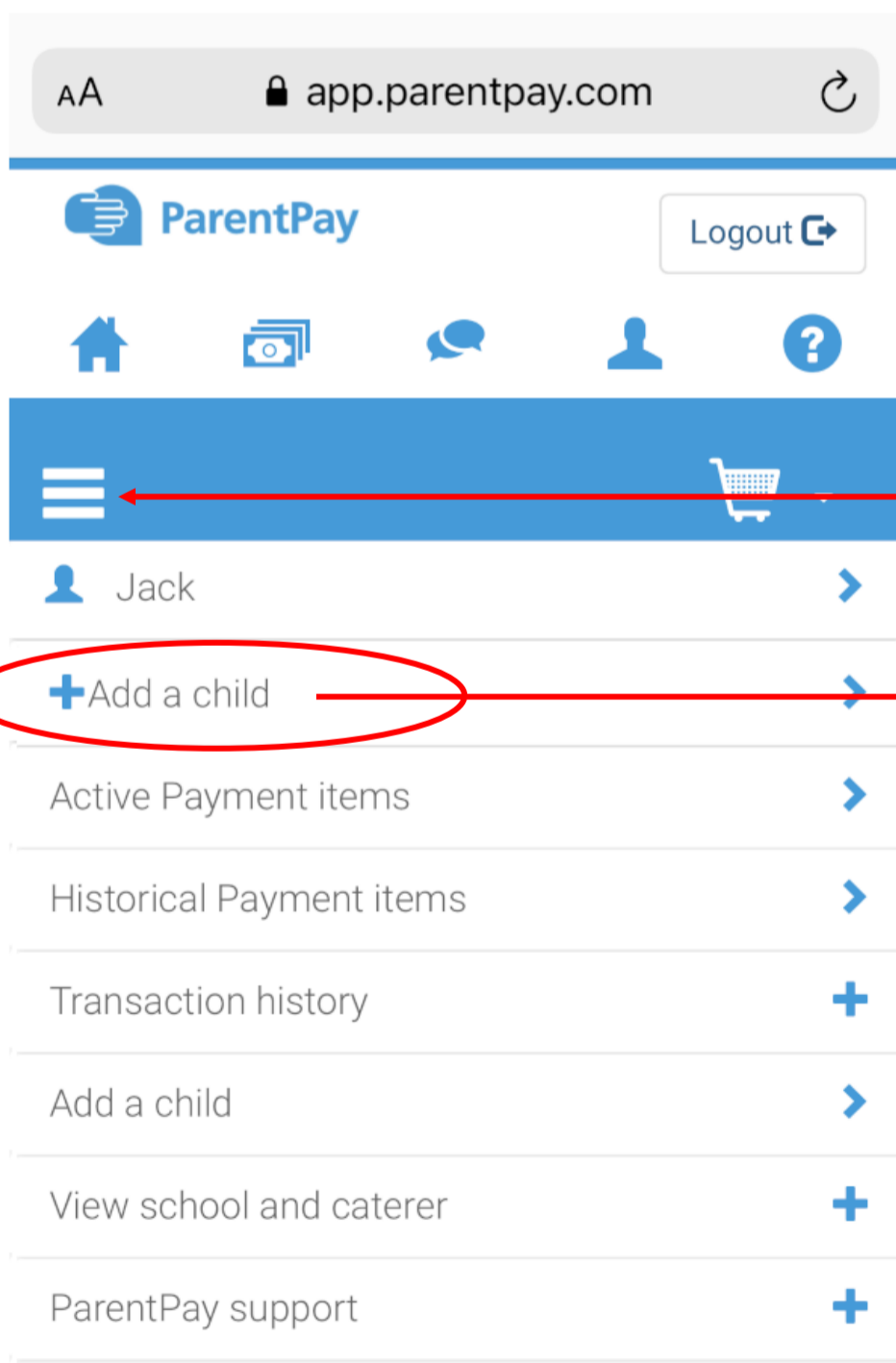
You will get the option to change your username & password to your own e-mail and preferred password.

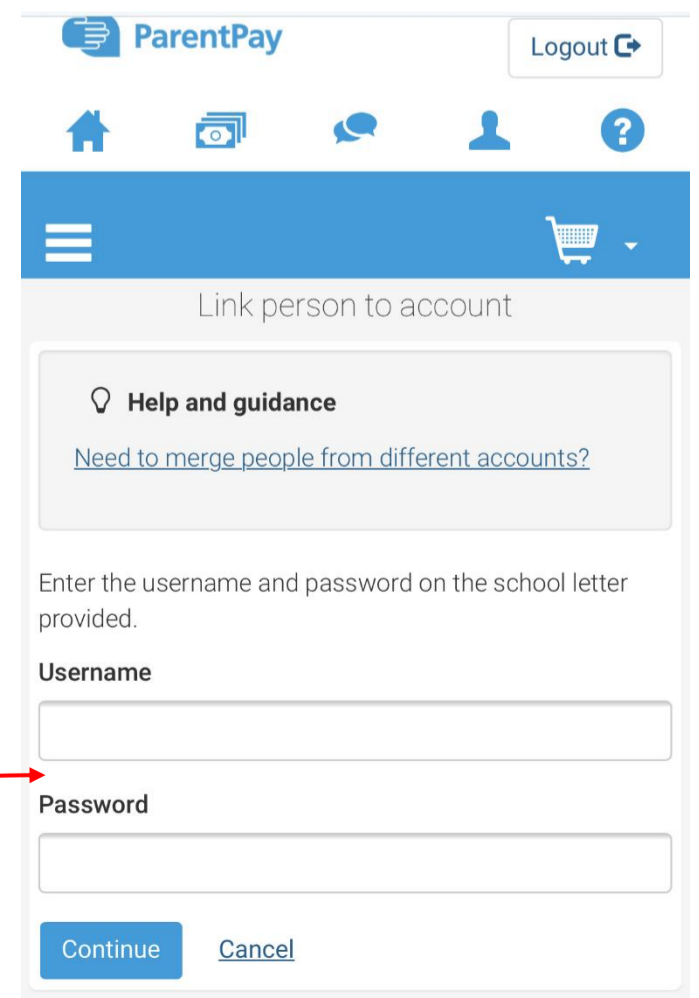You will then see your child listed as shown here

If you have multiple children in school, you can 'add a child' so they all show in the same place.
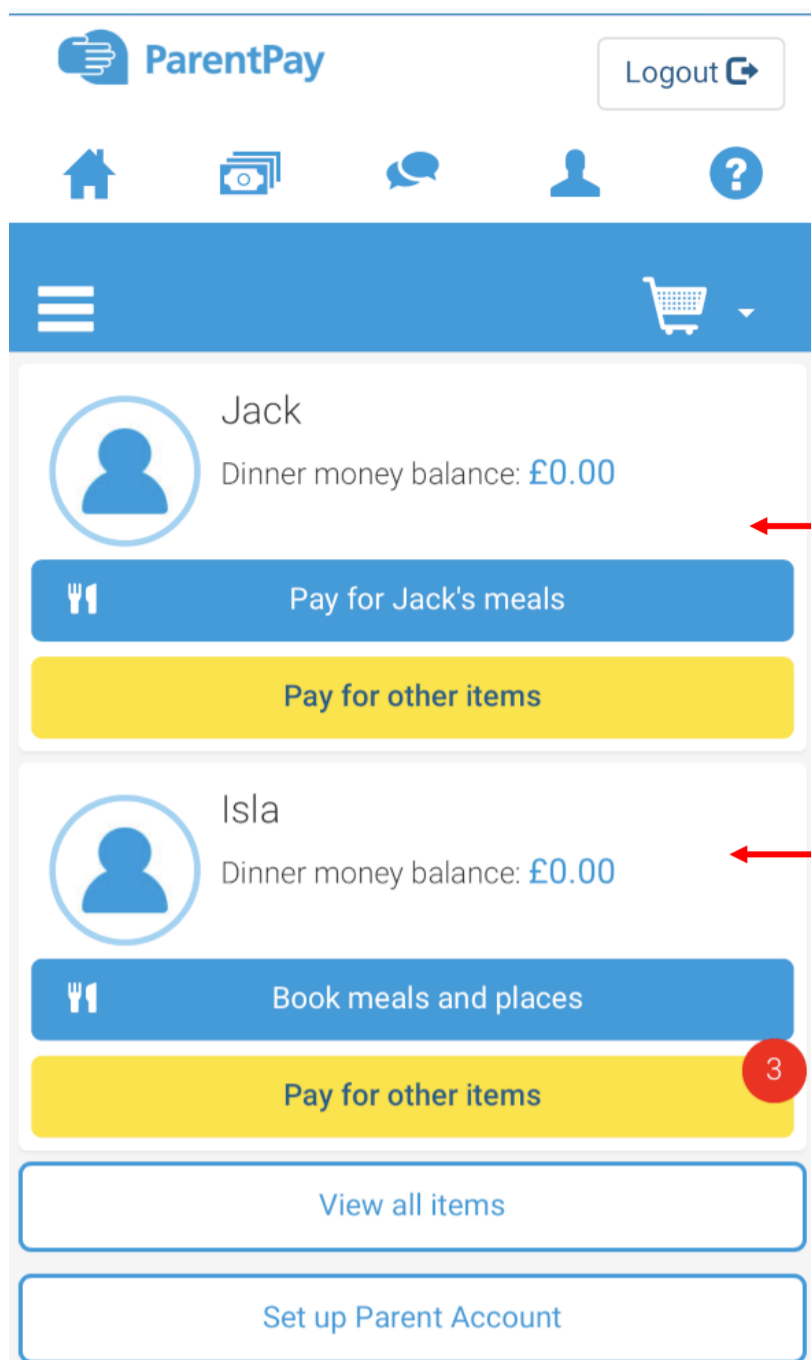
Click the three lines

Click 'Add a child'

You can then use the username & password for your other children to add them.
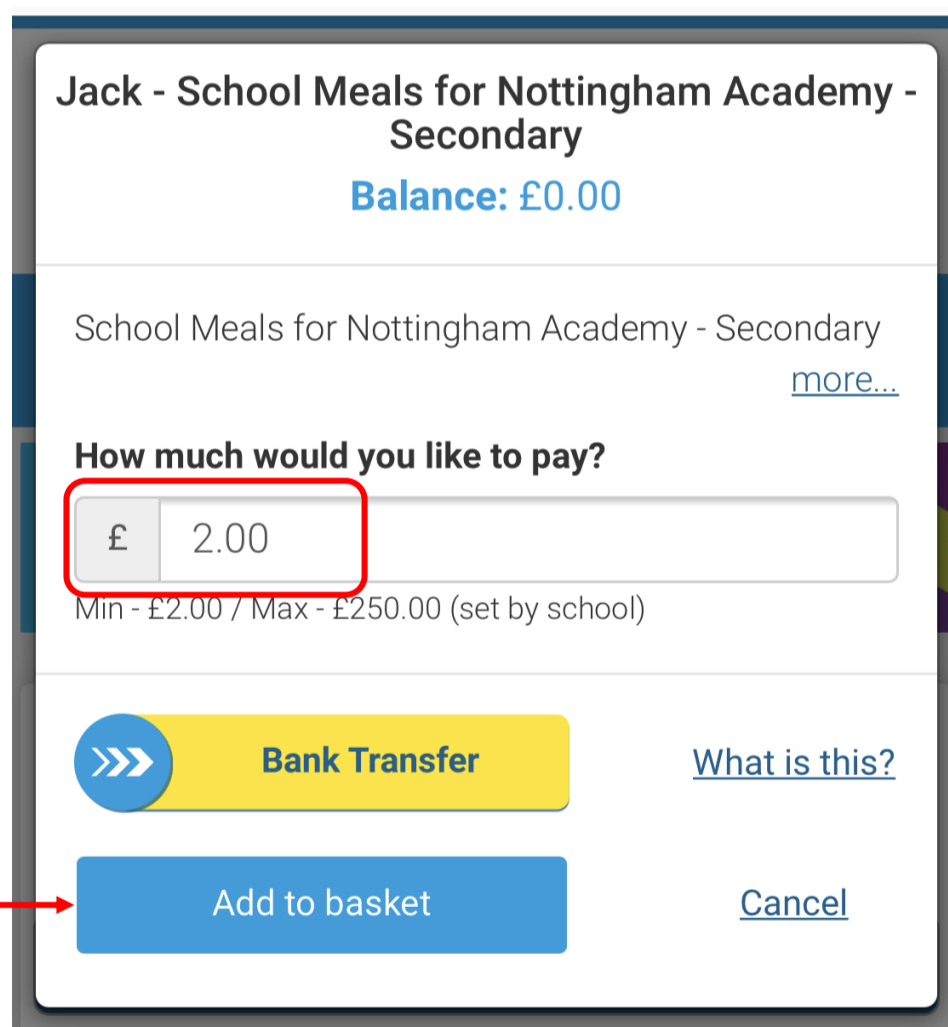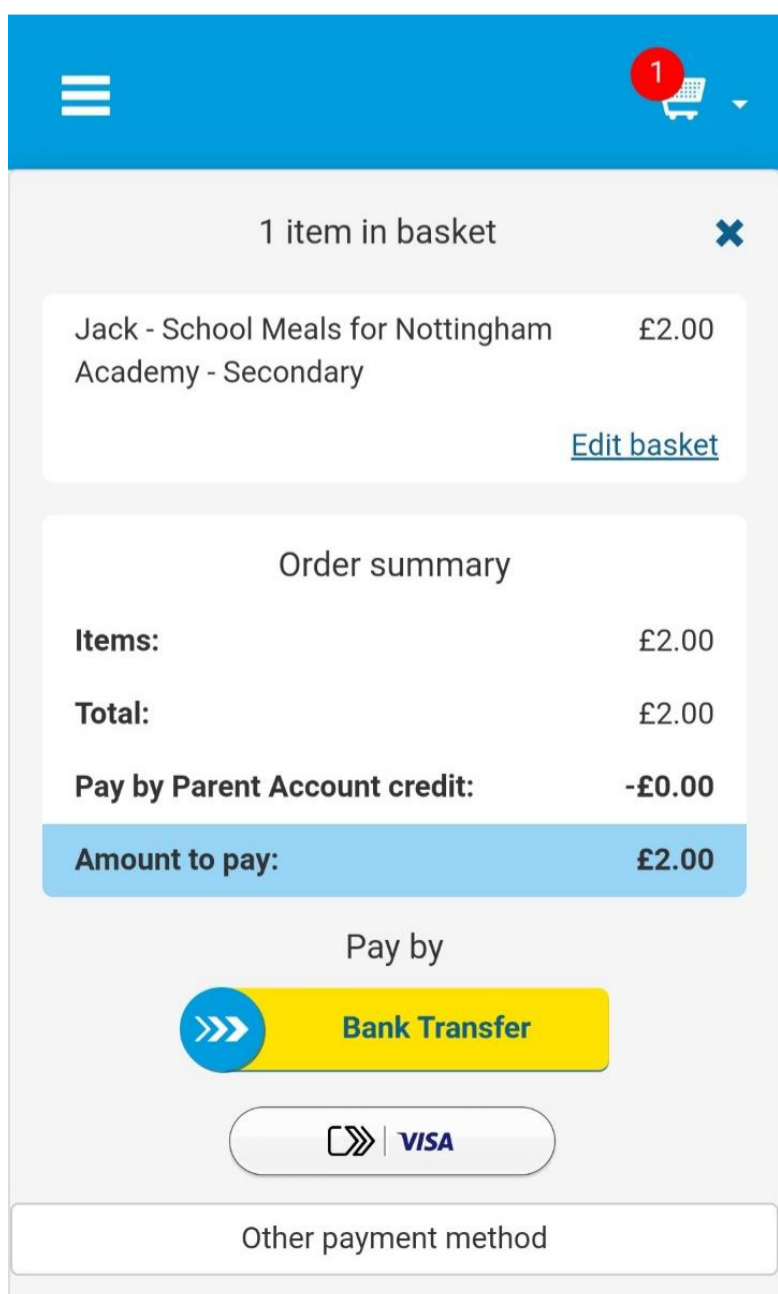
Once you have added each child, they will all appear on the home screen as showed here

You can upload money onto your child's account for school meals by clicking the 'Pay for Child's meals' button (if your child is in Year 2 or below they do not pay for school meals so will not have this option)

If you do not want to set up a bank transfer and simply want to be able to upload money as and when you need to, type in how much you want to pay and click **'Add to basket'**

Go to your basket – you will see the 'school meal' amount in there. To pay by card select the 'VISA' option and input your card details to make the payment.

The funds will then appear & you can allocate them to your child's Dinner Money.