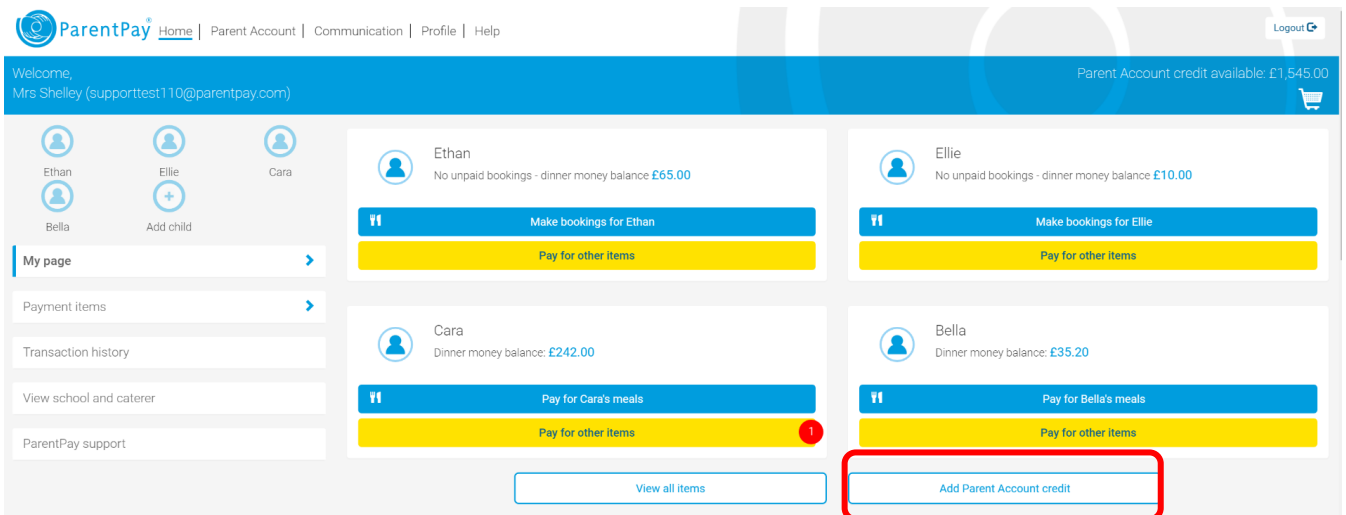# Adding and using Parent Account Credit

You can choose to maintain a balance in your **Parent Account.** This will help with budgeting and mean that you can make faster payments for school items.
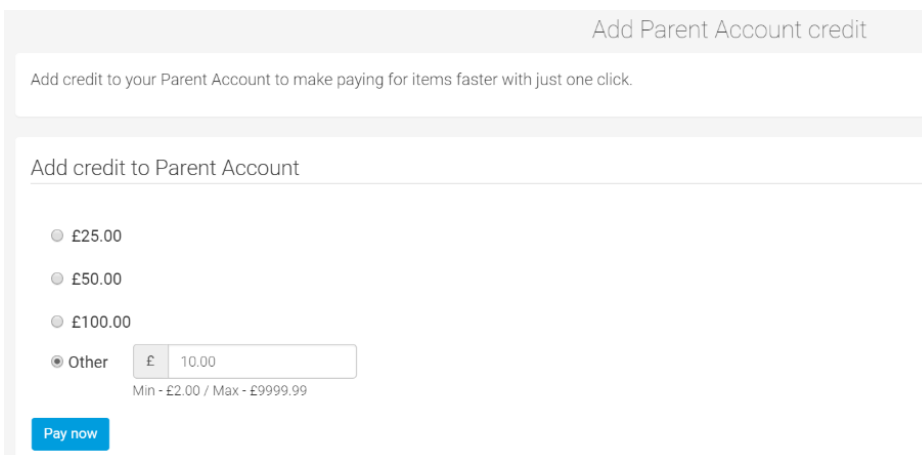
Topping up your Parent Account:

1. Navigate to www.parentpay.com and log in to your account.
2. Select **Add Parent Account credit**

3. Choose a set amount to top up or enter an amount manually in the '*Other amount'* box


4. Select **Pay Now**

5. If you have a stored card(s) on your account you may select and pay with this card, entering only the Security code/CVV and selecting **Review Payment**

6. If you have no stored cards, or you wish to use a card not currently saved on your account, select **Edit card / Use different card.** You can now enter your card details into the secure payment page. Select **Review Payment** and then **Make Payment** to complete the top up process.
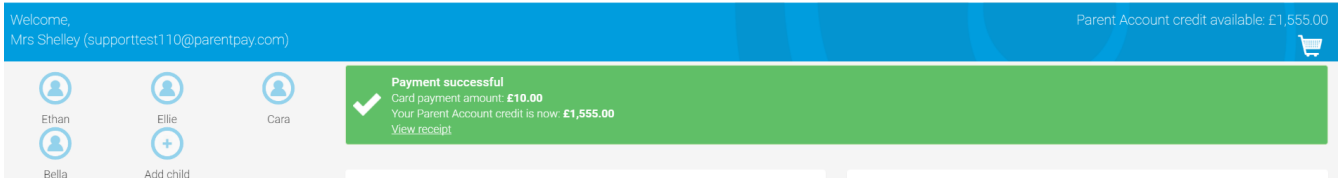
If you do not wish to make a payment for an item at this stage but simply want to leave credit on your account, you can simply return to the home page or log out.

Making a payment using your Parent Account balance:

1. From your homepage. you can either use a quick meal payment link (where available) or you can select
   'Pay for other items' for the child whom you wish to make a payment for.
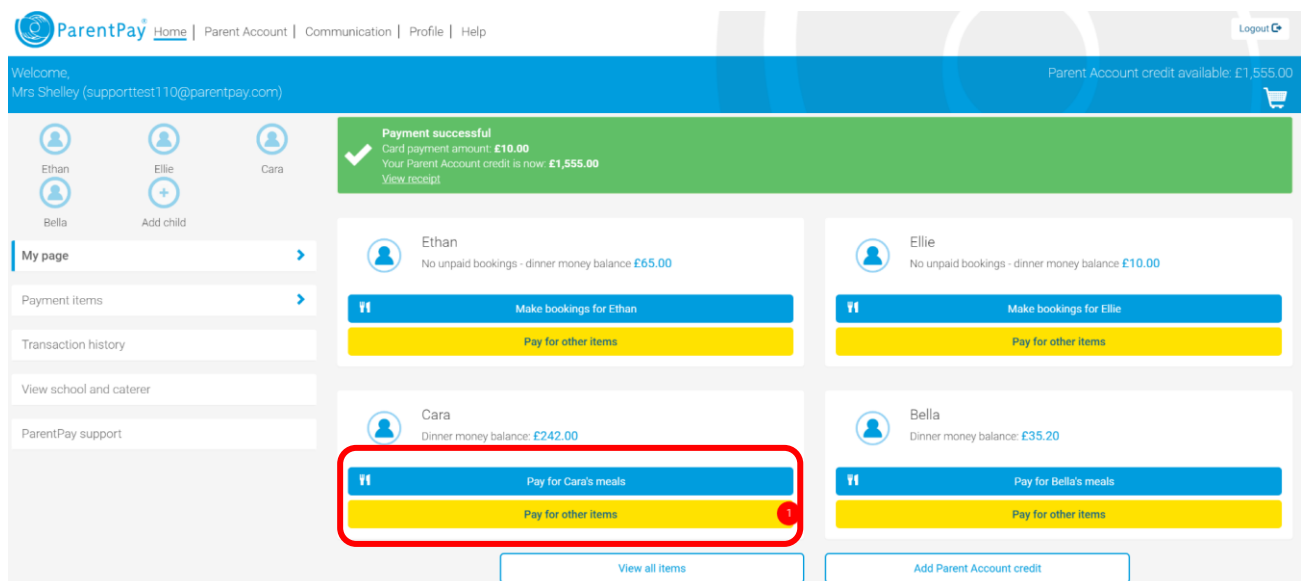
Selecting to pay for a meal item will take you immediately to the payment pop up for that item. Please enter the amount and then **Pay by Parent Account**

www.parentpay.com

Cara - School Meals for Oceania Primary School
Balance: £242.00

The minimum payment for school meals is £10.00

more...

How much would you like to pay?

£ | 10.00

Min - £10.00 / Max - £250.00 (set by school)

Add notes

Add notes here

[Pay by Parent Account]   What is this?
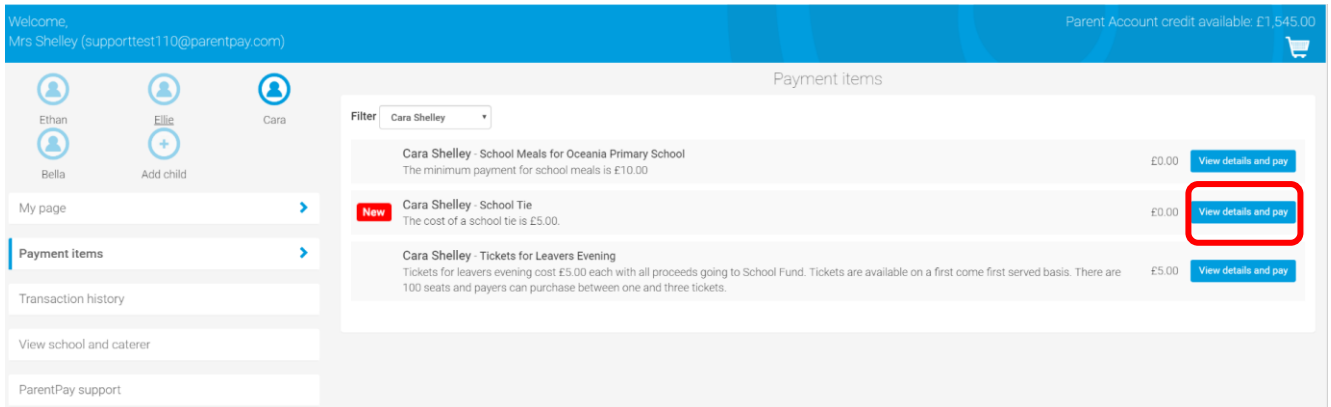
Add to basket   Cancel

NOTE: if this is a bookable meal item you will be taken to the bookings screen where you can make your choices
and then pay for them.

2. You will receive a success notification of your payment at the top of the screen.

✓ **Payment successful**
Cost of items: **£10.00**
Your Parent Account credit is now: **£1,545.00**
View receipt

3. If you select **Pay for Other items**, you will see a list of school items available for payment. Select **View details and pay**

4. Enter the amount you wish to pay and select **Pay by Parent Account**

Note: If there is insufficient credit to cover the cost, you will be prompted to add to basket

www.parentpay.com