ParentPay

How To Guide:
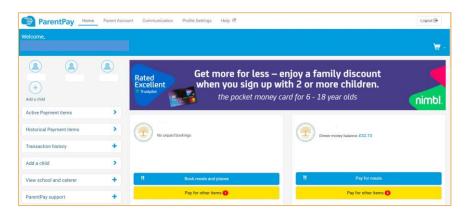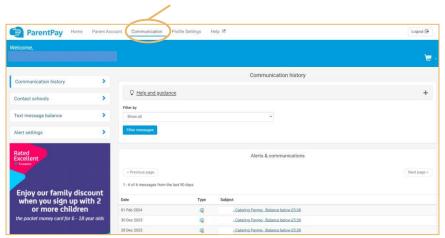
Set up alerts to prevent accounts becoming overdrawn

Step 1:
Log into Parent Pay using your username and password
The following "HOME" page will be visible showing your child/children

Step 2:
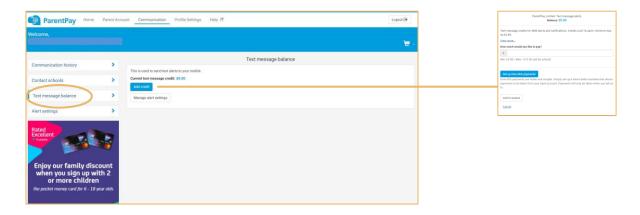Click the "COMMUNICATION" tab which will display the following screen

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Step 3:
If you wish to receive alerts via text message, click "TEXT MESSAGE BALANCE" on the toolbar on the left of the screen. Click "Add Credit" button. Follow the instructions.
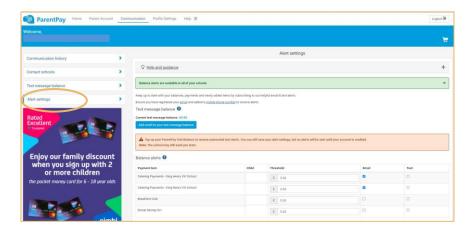
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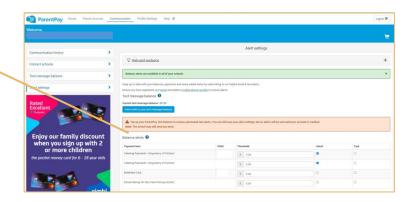Set up alerts to prevent accounts becoming overdrawn

Step 4:
To set up the alerts click "ALERT SETTINGS" on the tool bar on the left.
This page is made up of several panes.

Balance Alerts Pane:

This pane shows what the balance would be when the alert is sent and whether this would be sent via email or text
(if credit was added – see Step 3)

Type in the amount of balance when you want to be alerted and click the check box for email or text. You can choose both.

New Item Alerts Pane:

If you want to know when a new payment item is uploaded to Parent Pay, check the tick box for each child and whether you want an email or text.

Cheque or Cash Payment Pane:

The school is committed to being cashless but if you have paid in cash or a cheque, you can receive an alert to let you know the money is received. Check the tick box for each child and whether you want an email or text.

PayPoint Alert Pane:

If you pay using a PayPoint card you may can sign up to receive an alert to let you know that the payment has been received by the school. Check the tick box for each child and whether you want an email or text.

Message Alert Pane:

The school does not currently use this function but it allows you to receive a notification when the school has sent you a message in Parent Pay. Check the tick box for each child and whether you want an email or text.

New item alerts

Child		Email	Text
		☑	☐
		☑	☐
		☐	☐

Cheque/cash alerts

Child		Email	Text
		☐	☐
		☐	☐
		☐	☐

PayPoint alerts

Child		Email	Text
		☐	☐
		☐	☐
		☐	☐

Message alerts

School	Text
King Henry VIII 3-19 School Primary	☐
King Henry VIII 3-19 School Secondary	☐