

Account Activation & Single Account/login

In addition to a new look and feel one of the key features we've introduced is the ability for parents with children at different schools to add up to six children to a single account regardless of which school their children attend (providing those schools subscribe to ParentPay). This means parents will only ever have to remember one username and password to use ParentPay. **Here's how:**

Existing parent user – creating a single account / login

IMPORTANT: you must log out of all your ParentPay accounts before you start.

Choose one account to 'add' the rest of your accounts to. This will become your single account / login for all your children in future; the username and password for this account will become the 'only' set of account login details you use in future.

- Go to www.parentpay.com
- Login to the account you wish to have as your future login for all children/schools



Next: Go to the [‘Adding children to your single account/login’](#) section below for information on how to ‘add children’ to your account.

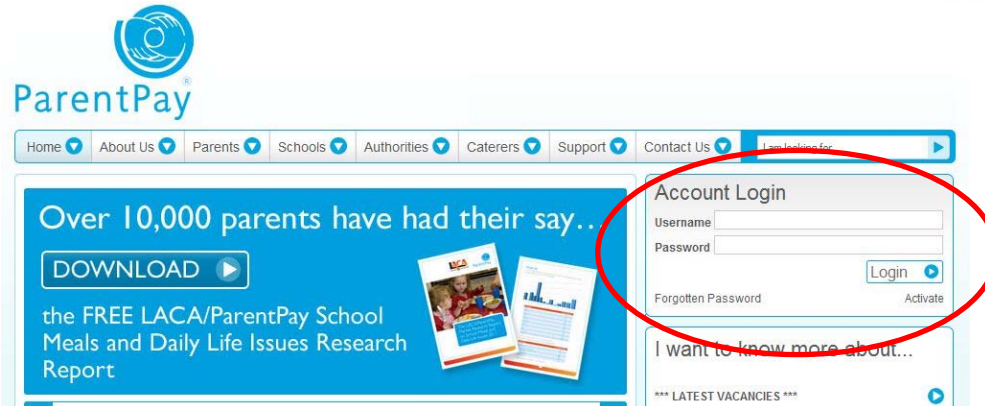
New parent user – activate your account & add children

If you have more than one child at the same school or children at different schools that use ParentPay and have been provided with a username and password for those children, choose one child's details to activate your account.

Go to www.parentpay.com

Enter the username and password you have received for one of your children in the account login area.

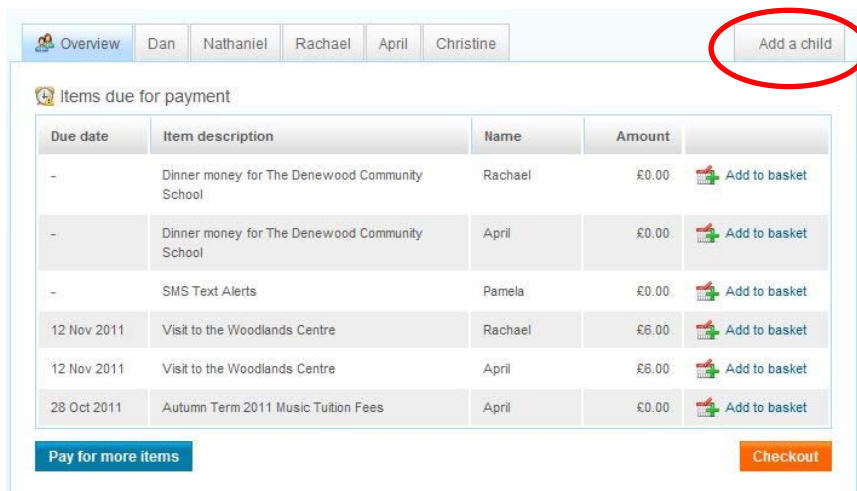
Click **Activate**.



Next: See the '**Adding children to your single account/login**' section below for information on how to 'add children' to your account.

Adding children to your single account/login

- Click on **Add a child**



- Enter the username and password** for your other child
- Click **Search**

The school, pupil name, year group and class will show on screen.

Adding from account: r2etqluz (paris Foster)

School	Pupil	Year	Reg. group
Sunnyside School	Nathaniel Norman	1	1DC

Add child to your account

Cancel

After you confirm the add, these pupils will be transferred to the account you are logged into and the old account will be disabled.

Click **Add child to your account** to confirm this is the child you wish to add to your account. You can repeat the above process to add more children to your account.

You will then be directed back to your home page which will have changed slightly.