

IMPORTANT: This letter contains sensitive information and must be managed carefully.

ParentPay Activation Letter for

Dear parent/guardian

Pupil: _____ Class: _____

Before entering the codes below, please check that this letter is correctly addressed to the child you need an account for

Username: _____ Password: _____

Already have a ParentPay account?

If you already have a ParentPay account, either with our school or another ParentPay school, you can simply login to that account and add your other children via the **add a child** button on your home page. You will need the activation username and password above to do this.

New to ParentPay?

Go to parentpay.com, click login and enter the username and password above. You will be prompted to change these when you set up your account. You will require an email address to activate your account. You can add multiple children to the same ParentPay account using the **add a child** button on your home page.

Please do not hesitate to contact the school office if you need assistance.

Yours sincerely

Michelle Newman
Principal