





Parent Guide to Ordering via ParentPay

Step 1 – Log on to your ParentPay account. Click on the 'Make Meal Bookings' box under the child you would like to book meals for

ParentPay Home Paren	t Account Communis	tation Profile Settings Heip		Lingout Ce
Welcome, Jain Hampton (jain@joycad.com)				<u>)</u> स
Elzo Stupt	(A) Kyle	Eliza Dinner money balance: £21.00		Stuart Dimer money balance: £0.70
Angus Lucy Add s child	Semuel <	Vale rised bookings Pay for other items		Make meal bookings Pay for other items
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		Viewall	items	Set up Parent Account

Step 2 – Ensure the drop down box is set to 'Lunchtime'. Click 'Make or View Bookings'

ParentPay Home Parent Account Communication Profile Settings Help				
welcome; Tain Hampton (iain@eycad.com)			? .	
		Elizas bookings		
Ekina Straat Angus Lucy Add a child	Kyla Samuel	Make or view bookings to book, please select from the options below and then select. Nate or view bookings. Make bookings for		
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Child's page	>	H you visit to add to you'r boelinge belance, you can do ao bry selecting. Add to beokings belance: Add to owngh leaedyn		
Child profile	+			
Bookings	+			
Make or view bookings	>			
Unpaid bookings	>			
View menus and choices	>			







Step 3 – This will take you through to the menu where you can select the meals for your child. You can navigate through the available weeks, to select meals in advance, by clicking on the box under the date. You are unable to select meals for the previous days and for the current day.



Step 4 – Once you have made the selections you must click 'Confirm Bookings' in the bottom right corner. If your child is UIFSM or FSM you will still need to follow through to payment screen, however no payment will be taken from your account

