

How do I Activate My Account on ParentPay?

If you are new to ParentPay, you need to activate your account. This account then becomes yours and stays with you for as long as needed. You can add children from any school as this is not linked to a school.

Instructions

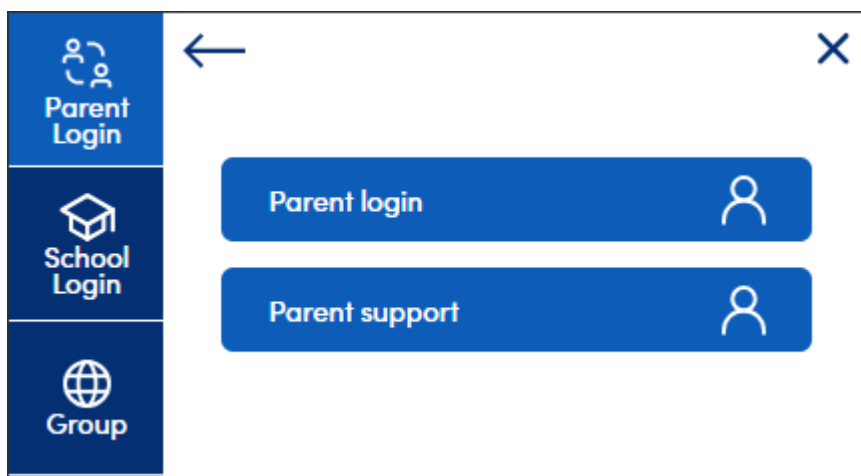
To create a new account, you will need to have the account activation letter provided by your school to hand. You will also need to be able to access your email as your email address will become your new username and is used for the verification process.

If you have lost your activation letter or have not yet received it, please get in touch with your school.

IMPORTANT

If you have previously had a ParentPay account you should attempt to log in to this account and follow the add a child process, rather than creating a new one.

1. Navigate to www.parentpay.com
2. Select Menu, **Parent Login** then **Parent Login**.



ParentPay Help Cymraeg

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nimbl

Login

Important: [Existing users adding a child, please read our help document](#) or **watch our video:** [How to add a child to an existing account](#)

Email/Username

Password

[Forgotten your password?](#)

Login

[Back](#)

Sign in with
mygovscot
myaccount


[What is mygovscot myaccount?](#)

3. Enter the username and password shown on your account activation letter and select **Login**.

INFO

The user details are case-sensitive and for one-time use only. They will become invalid after account activation

4. Confirm the details are correct then enter the date of birth for your child and click **Confirm**.



Link person to your account

The following name has been associated with the details entered:

Austin Atkins

[Name not recognised?](#)


Enter the date of birth of the person named above to verify this account.

DD MMM YYYY

Confirm

[Cancel](#)




5. Follow the on-screen instructions to complete and successfully activate the account. Enter your name, email address and create a password for your account (your email address will become your username).
6. Carefully read the ParentPay terms and conditions and check the box to accept them, then click **Activate account**.
7. A verification email will be sent to you.



You're only one step away from using ParentPay!

Click the button below to verify your email address and confirm your account.

Verify email address

IMPORTANT: You will need to click on the link within the email to complete the process and start using your account.

8. You have now successfully activated your ParentPay account. If you need to add more children please see this [useful guide here](#).