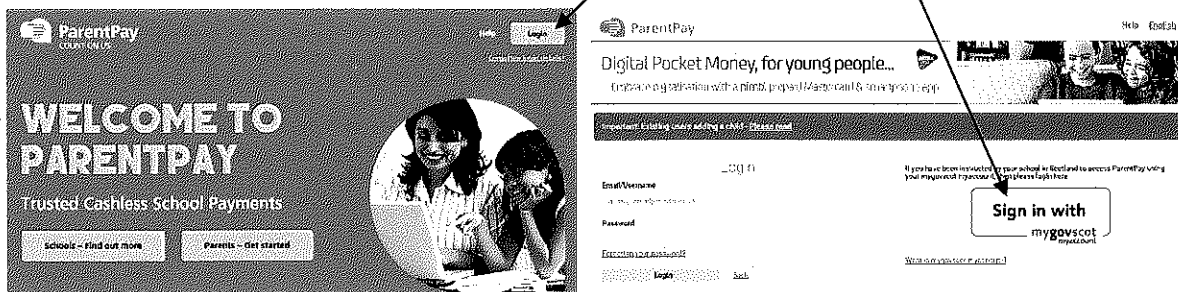


## HOW TO CREATE A PARENTPAY ACCOUNT

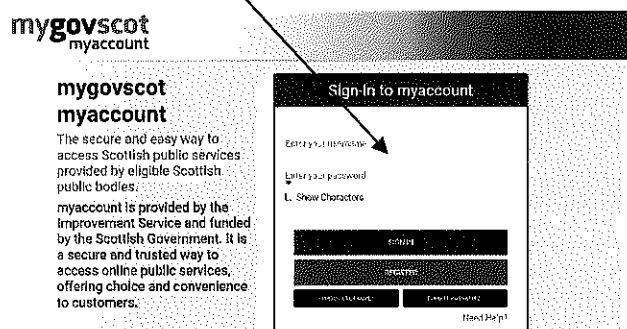
ParentPay Online Payments system is accessed through [mygov.scot](http://mygov.scot) / my account.

Please go to [www.parentpay.com](http://www.parentpay.com) and click on the Login button. Now click on Sign in with [mygov.scot](http://mygov.scot) / my account.



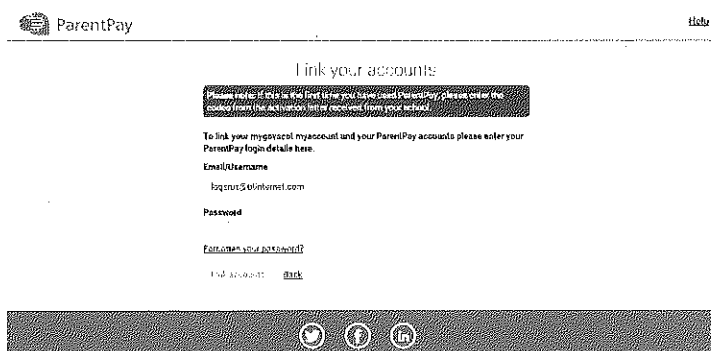
If you have an existing [mygov.scot](http://mygov.scot) / my account, enter your user name and password and click on 'sign in' as shown on the screen below.

If you do not have an existing [mygov.scot](http://mygov.scot) / my account, please click 'register' and follow the instructions to create your account.



Once registered or signed into [mygov.scot](http://mygov.scot) / my account as directed above you will need to enter the ACTIVATION INFORMATION provided in the covering letter attached

Enter your activation details on the 'Link your accounts' page noted below.



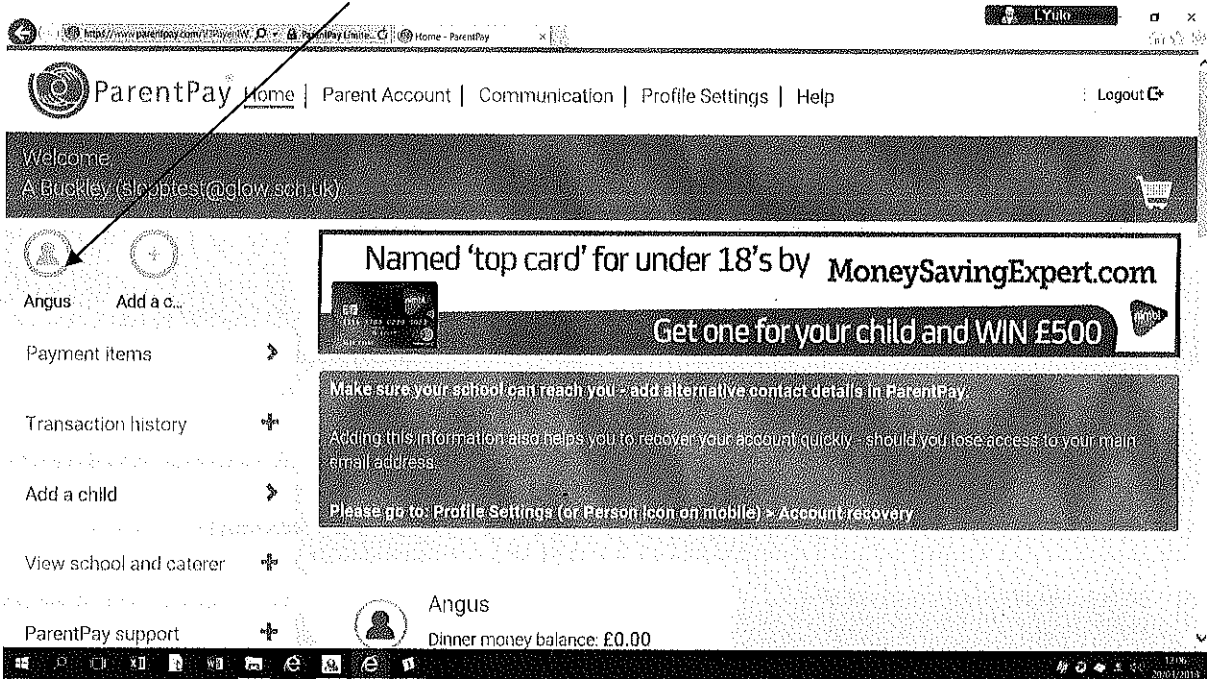
Once you have activated your account, you will be able to make online payments straight away.

If you encounter any issues please contact the School Office or refer to <https://www.parentpay.com/parents/using-parentpay/help-and-support>

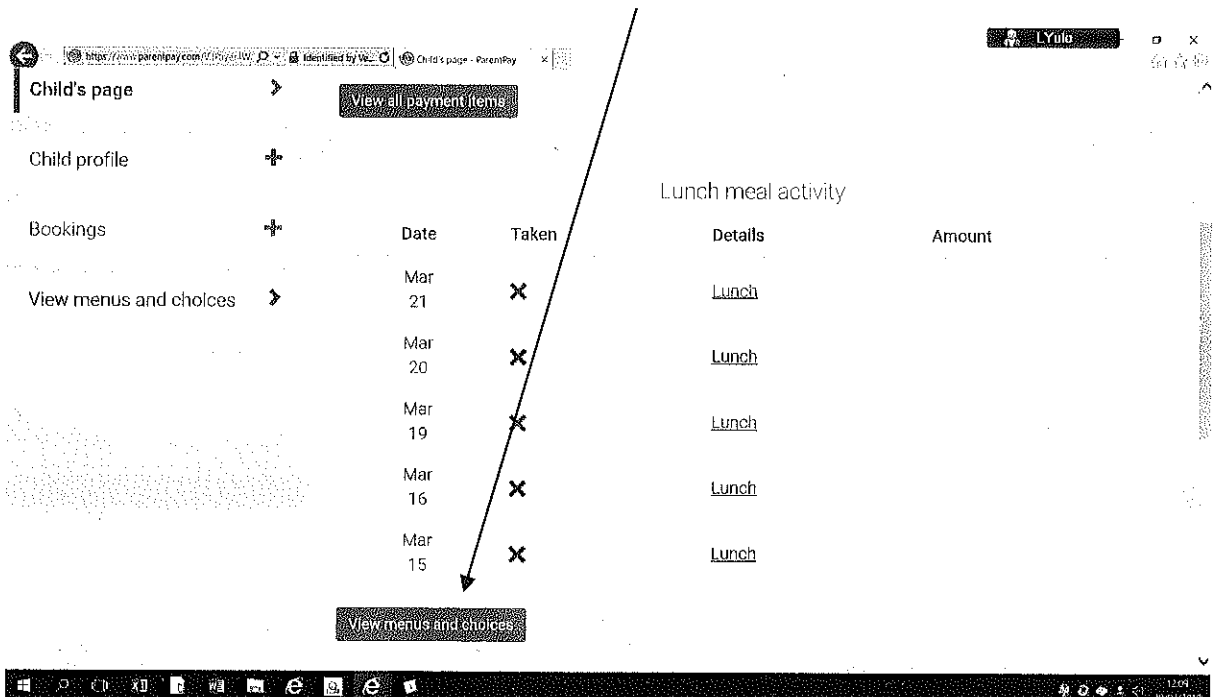
**Milk bookings – Instruction for Parents**

Parents who have applied and been granted Free School Meals do not need to book milk for their child(ren) as milk is included as part of the free meal allowance.

Log onto your ParentPay account.  
Click on the icon for your child.



Scroll down the page and click on the link for Menus and choices



Click on the link to the Make Bookings page

make bookings page.' There are two dropdown menus: 'Event time:' with 'Lunch time' selected, and 'Week commencing:' with '19/03/2018' selected. A 'Show menu' button is below these. The main heading for the menu is 'Angus' menu for week beginning 19 Mar 2018'. At the bottom, there are navigation links: '< View previous week' and 'View next week >'. The left sidebar contains: Home, Child's page, Child profile, Bookings, and View menus and choices (which is highlighted). The top navigation bar includes: ParentPay Home, Parent Account, Communication, Profile Settings, Help, and Logout. The user's name 'A Buckley (slooptes@glow.sch.uk)' is visible in the top left of the main content area."/>

ParentPay Home | Parent Account | Communication | Profile Settings | Help Logout

Welcome  
A Buckley (slooptes@glow.sch.uk)

Angus Add a c...

Home >

Child's page >

Child profile +

Bookings +

View menus and choices >

Angus' menus & choices  
South Lanarkshire Classroom Selection Demo Site

View menus and choices

View weekly menus and choices below. Menu selections can be made on the [make bookings page](#).

Event time: Week commencing:  
Lunch time 19/03/2018

Show menu

Angus' menu for week beginning 19 Mar 2018

< View previous week View next week >

On the next screen, select the appropriate week and click on Make or View bookings

ParentPay Home | Parent Account | Communication | Profile Settings | Help Logout

Welcome  
A Buckley (slooptes@glow.sch.uk)

Angus Add a c...

Home >

Child's page >

Child profile +

Bookings +

Make or view bookings >

Unpaid bookings >

View menus and choices >

Angus' bookings  
Make or view bookings

To book, please select from the options below and then select 'Make or view bookings.'

Make bookings for: Week commencing:  
MILK 19 Mar 2018

Make or view bookings

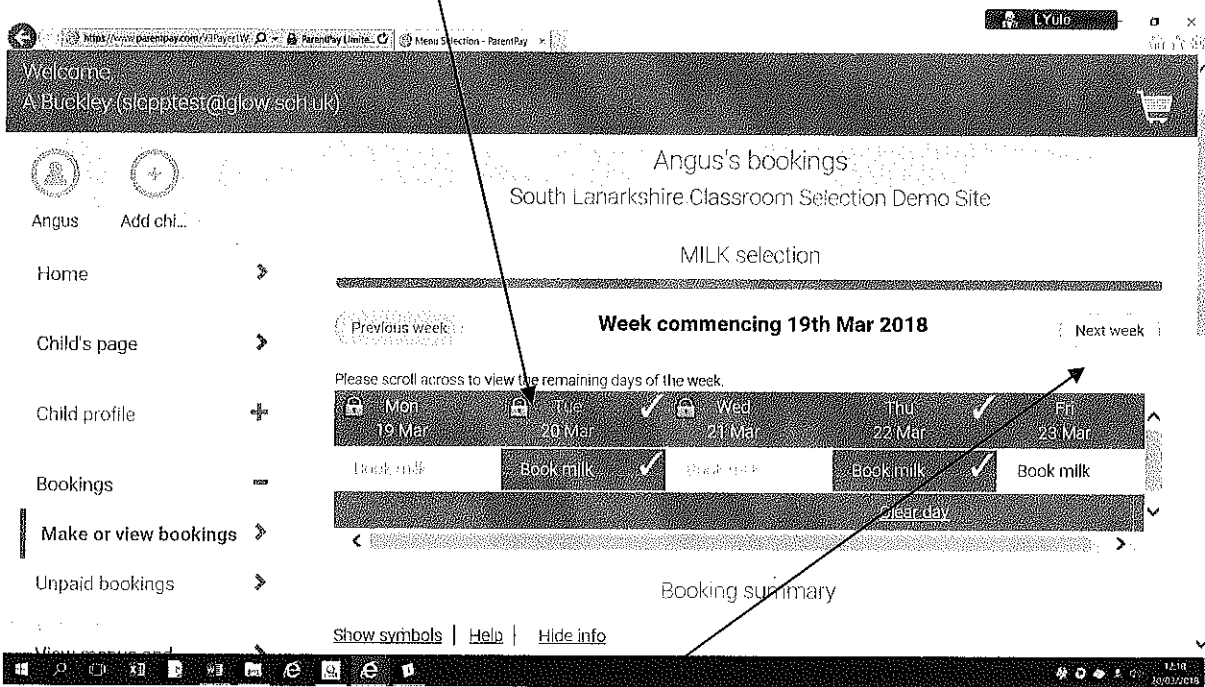
Add to bookings balance

If you wish to add to your bookings balance, you can do so by selecting 'Add to bookings balance.'

Add to bookings balance

The next screen will allow you to confirm which days you wish your child to take milk.

Select the dates by clicking on Book milk. The days you have booked milk will turn green.



You can book ahead by Clicking on Next Week.

Each booking will deduct 20p from your account.

Remember to credit the Milk Payment item, so that your account does not go into debt.