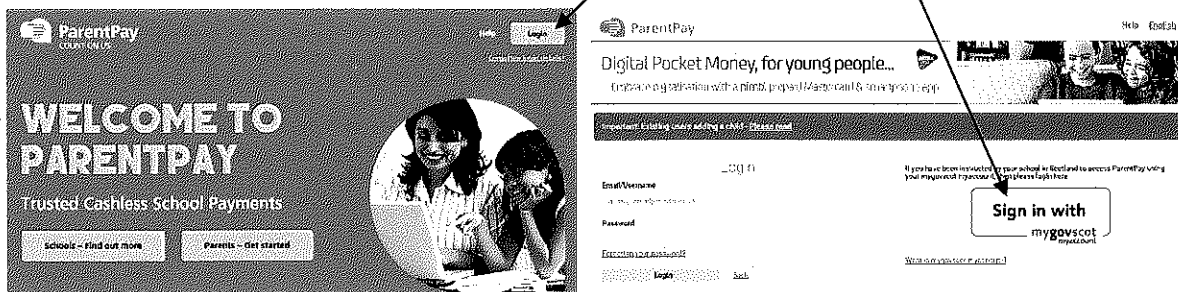## HOW TO CREATE A PARENTPAY ACCOUNT

ParentPay Online Payments system is accessed through mygov.scot / my account.

Please go to www.parentpay.com and click on the Login button. Now click on Sign in with mygov.scot / my account.

If you have an existing mygovscot / 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 mygovscot / my account, please click 'register' and follow the instructions to create your account.
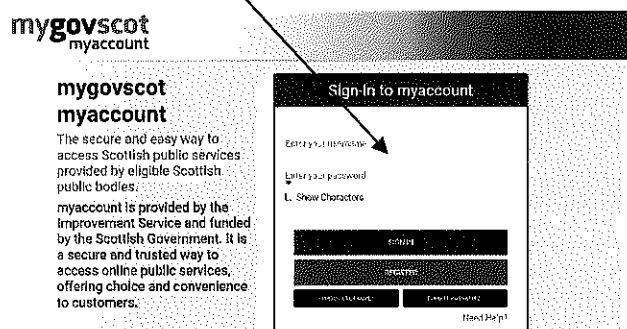
Once registered or signed into mygovscot / my account as directed above you will need to enter the ACTIVATION INFORMATION provided in the covering letter attached

Enter your activation details on the 'Link your accounts' page noted below.
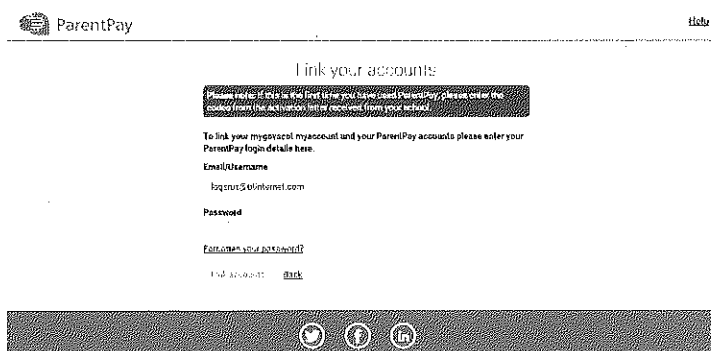
Once you have activated your account, you will be able to make online payments straight away.

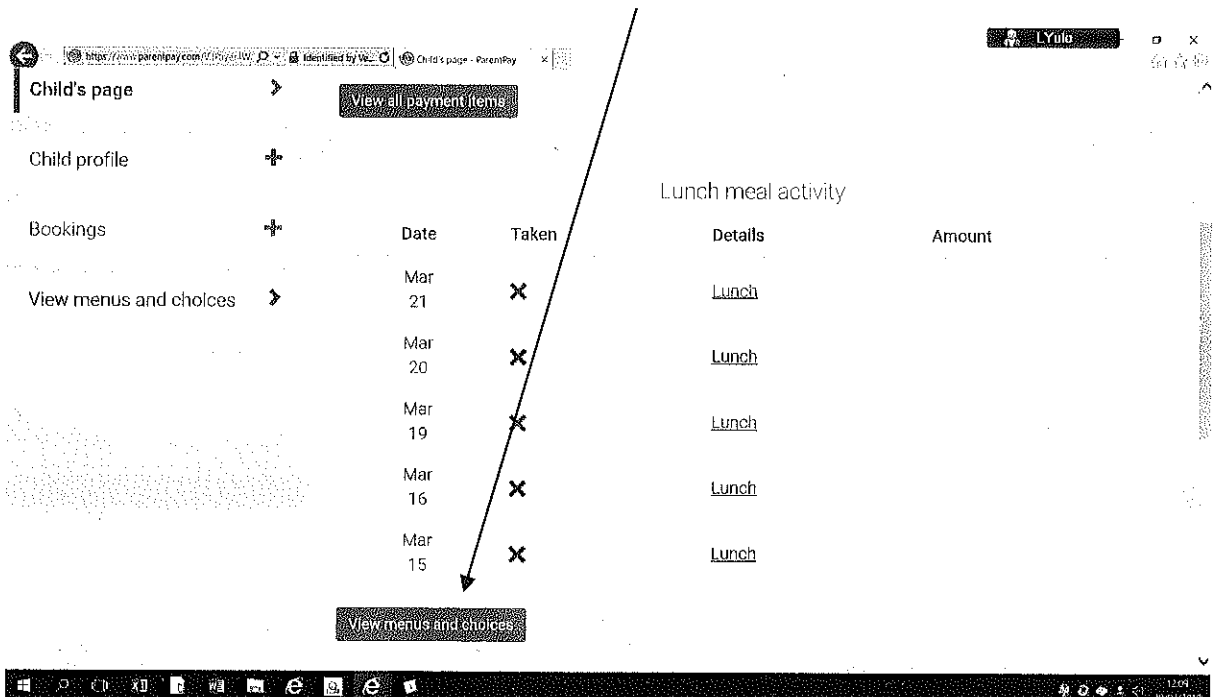If you encounter any issues please contact the School Office or refer to https://www.parentpay.com/parents/using-parentpay/help-and-support

Education Resources

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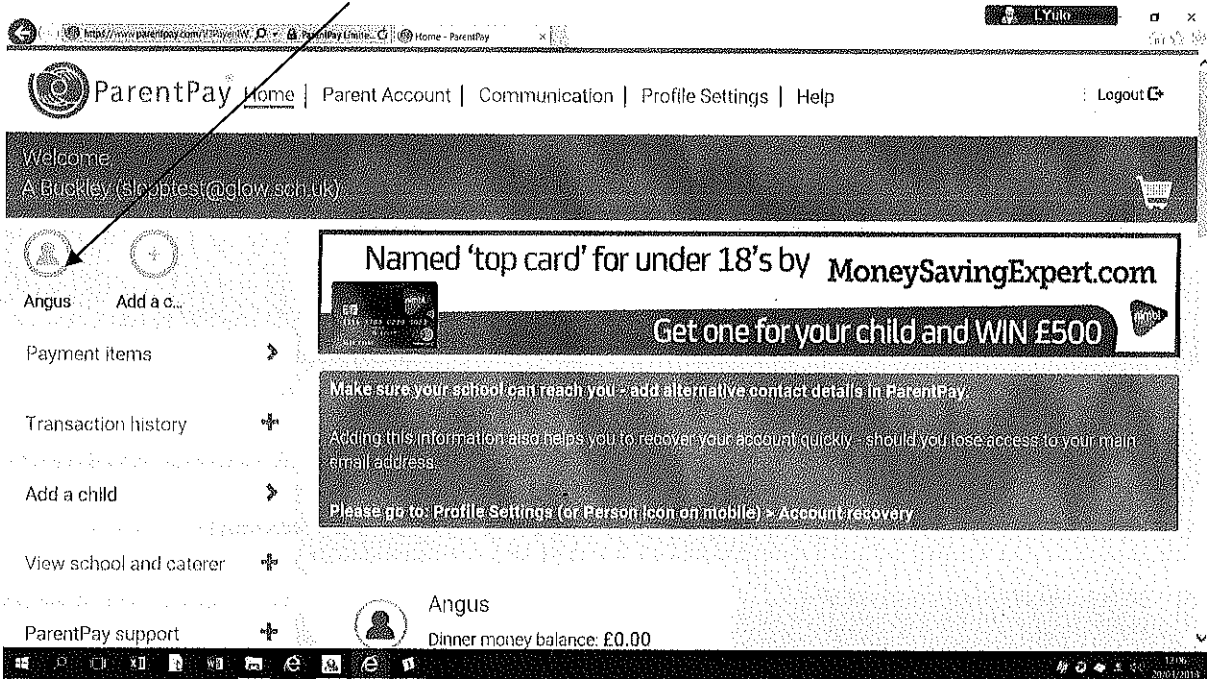
Scroll down the page and click on the link for Menus and choices

Click on the link to the Make Bookings page

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

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.
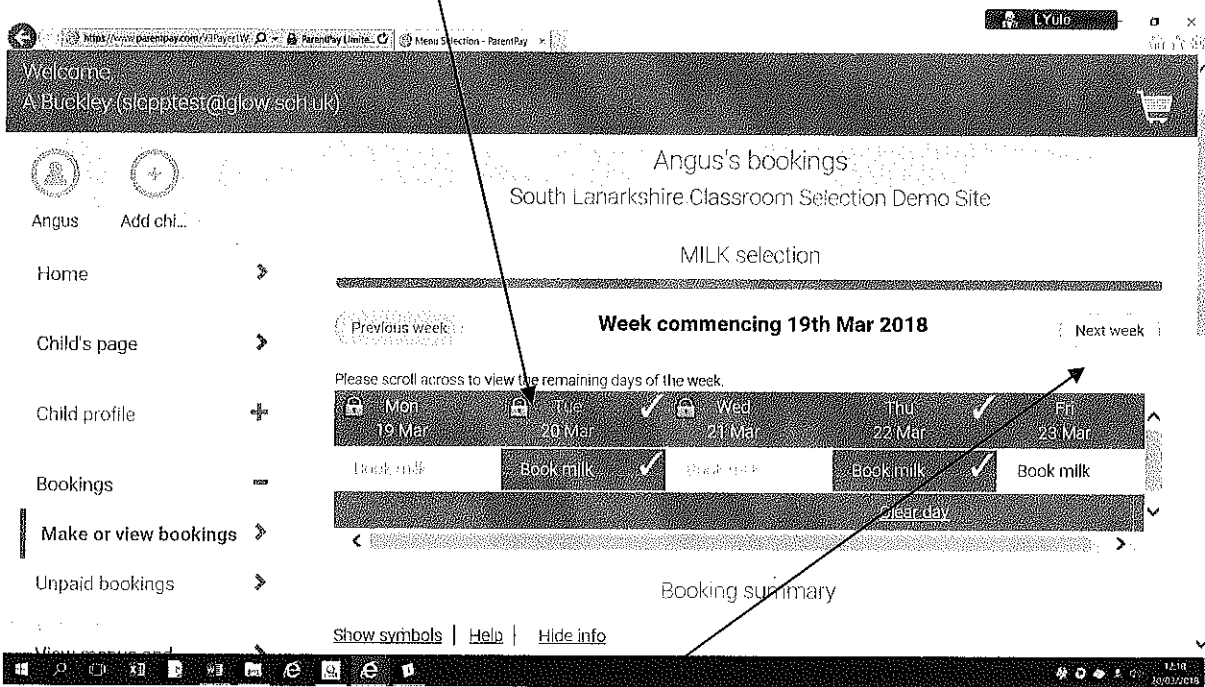
You can book ahead by Clicking on Next Week.

Each booking will deduct 20p from your account.

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