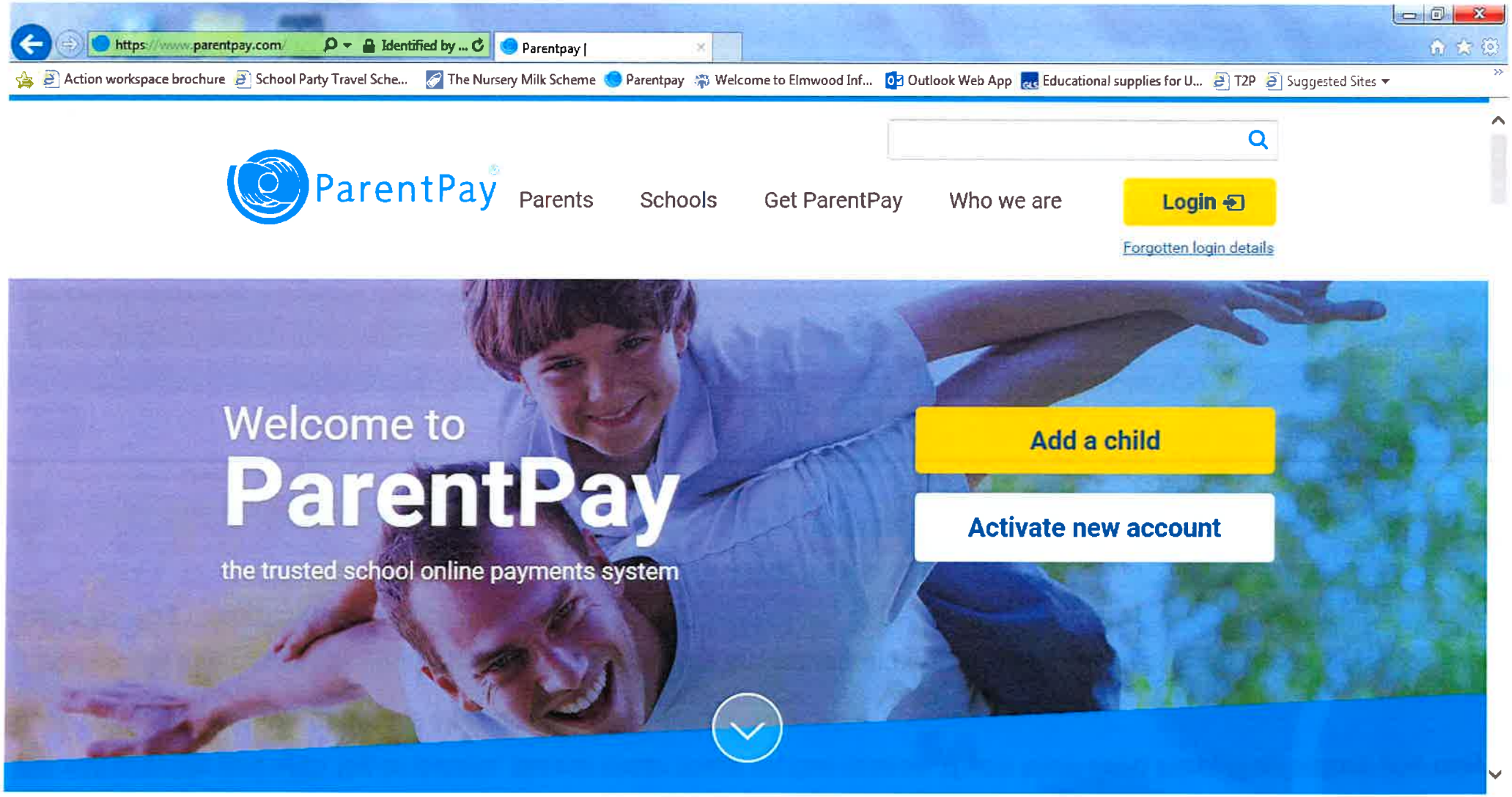
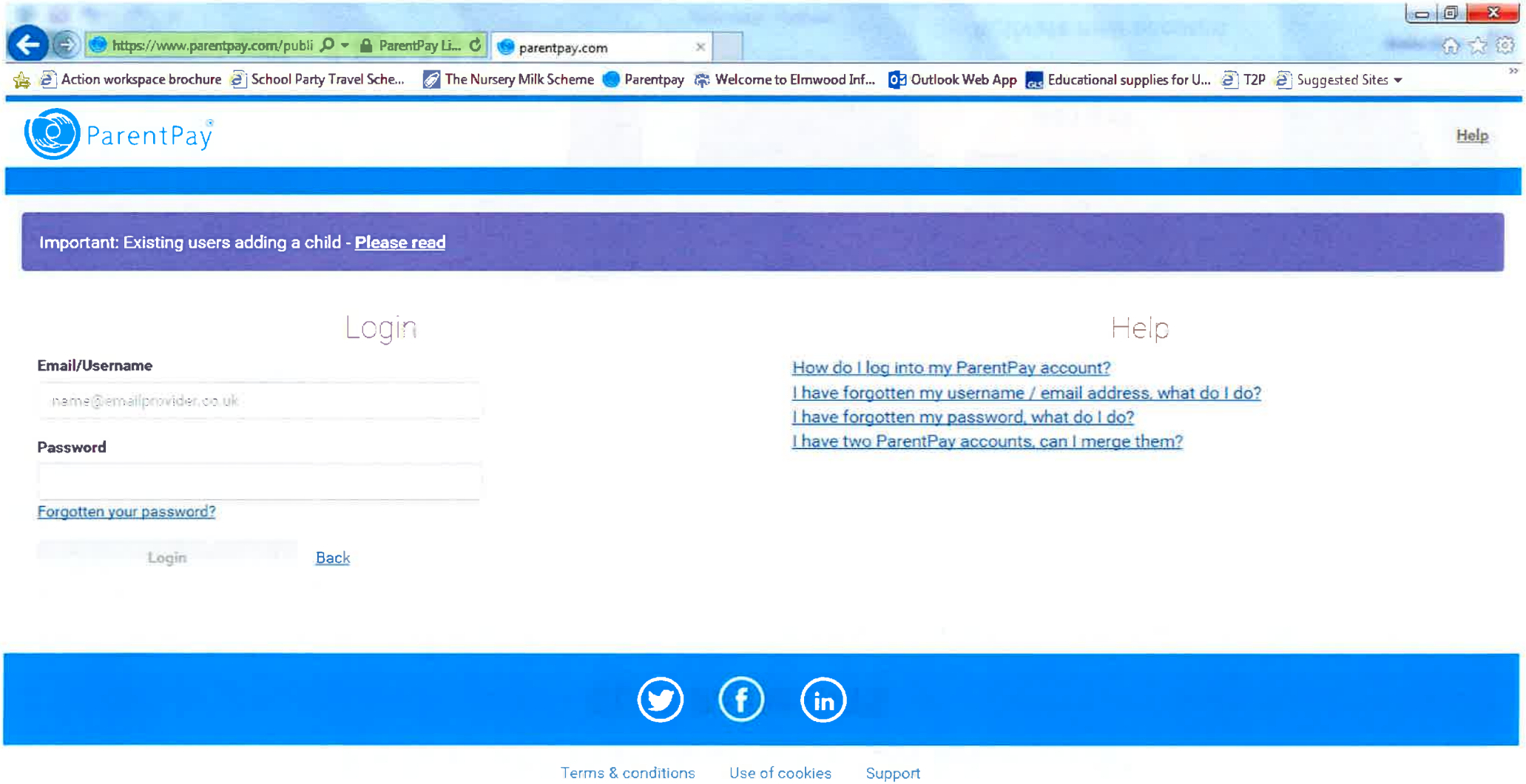
# PARENT PAY INSTRUCTIONS FOR BREAKFAST CLUB PAYMENTS

Type in 'Parent Pay' in your search engine or type in 'https://www.parentpay.com' in your address bar. This will be the first page you see.



We will provide you with log-in details, please enter them on this screen. If you have used ParentPay before you may have changed your log-in details already.

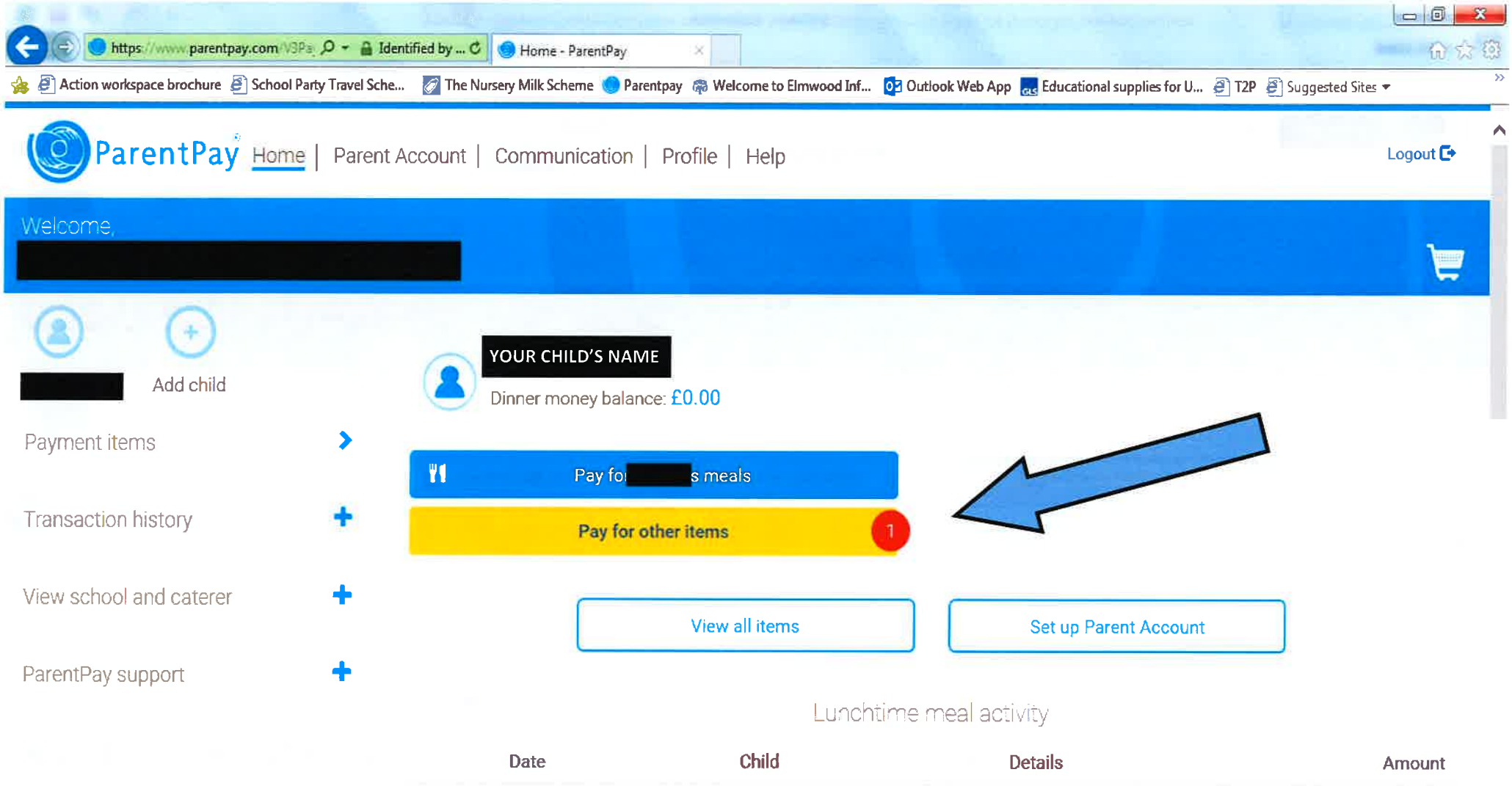
If you would like to change your log-in details, once you are signed in go to *'Profile' (at the top of the page) scroll down to 'log in credentials' and click on 'edit'.*



This will be your main home page.

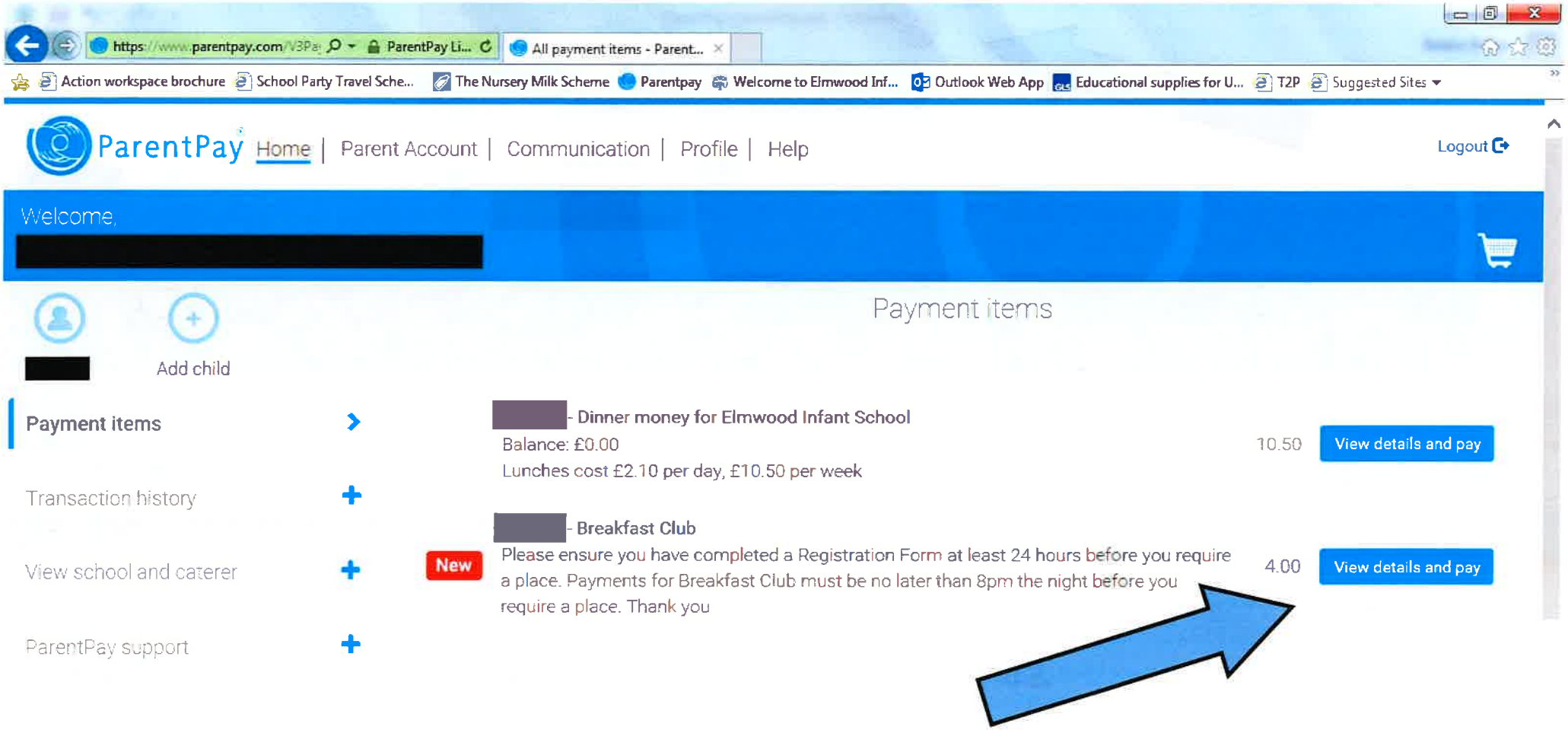
Click on the yellow tab 'Pay for other items'.

**PLEASE IGNORE THE BLUE TAB WHICH SAYS 'PAY FOR ———'S MEALS'**

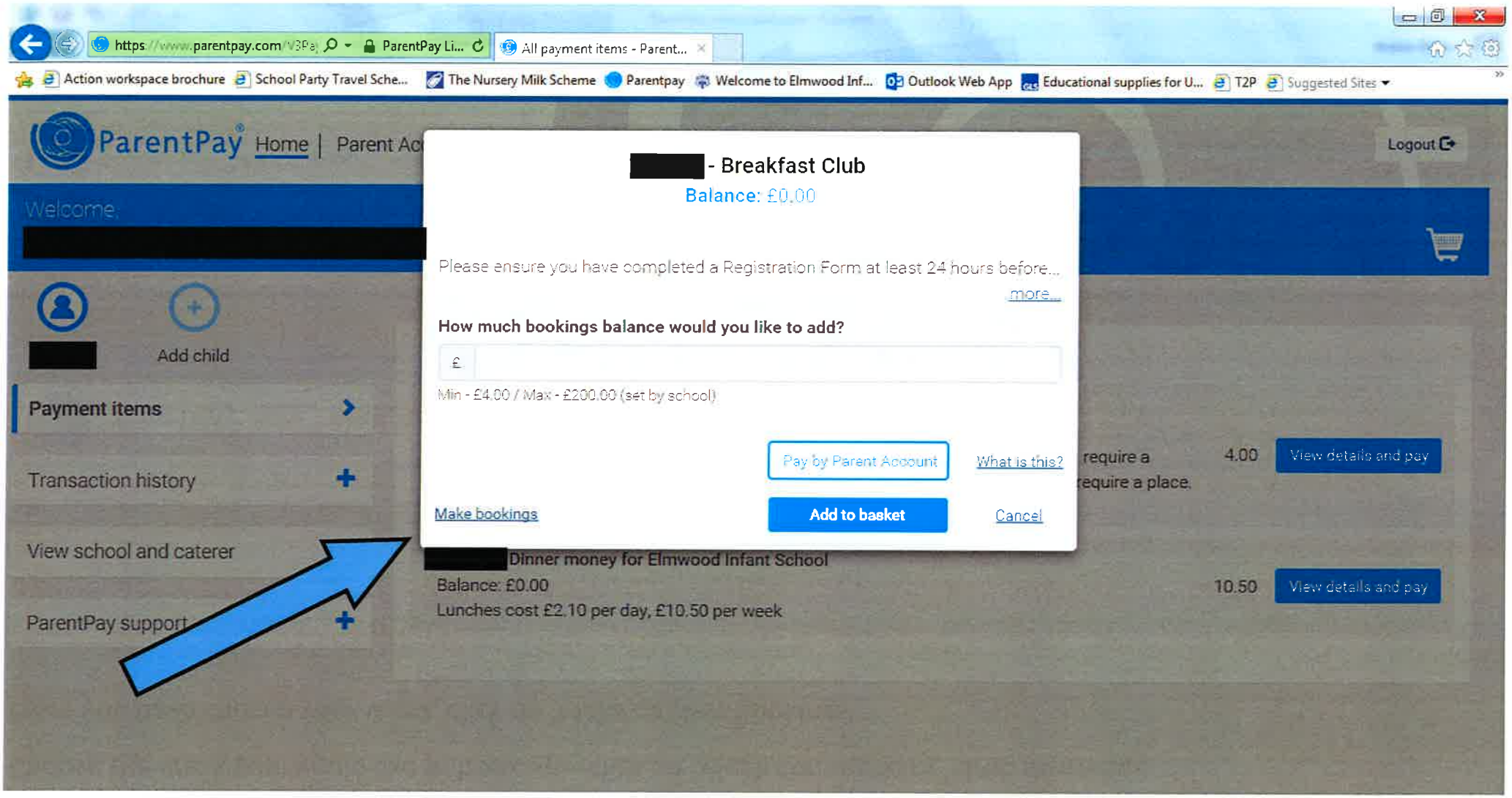


**Again please ignore the top item which says 'Dinner money for Elmwood Infant School'.**

Click on 'View details and pay' next to the 'Breakfast Club' item

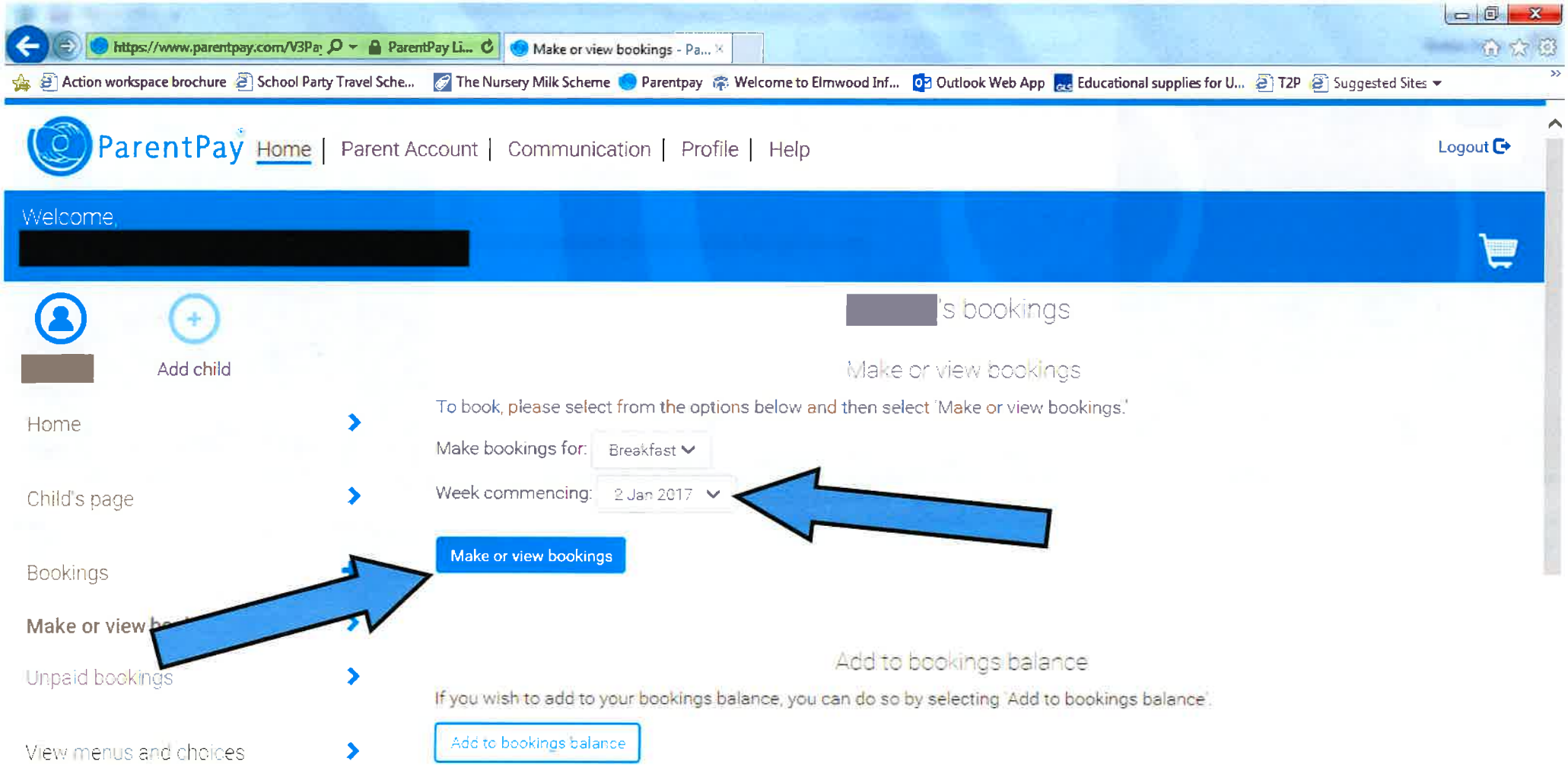


Click on ‘Make bookings’



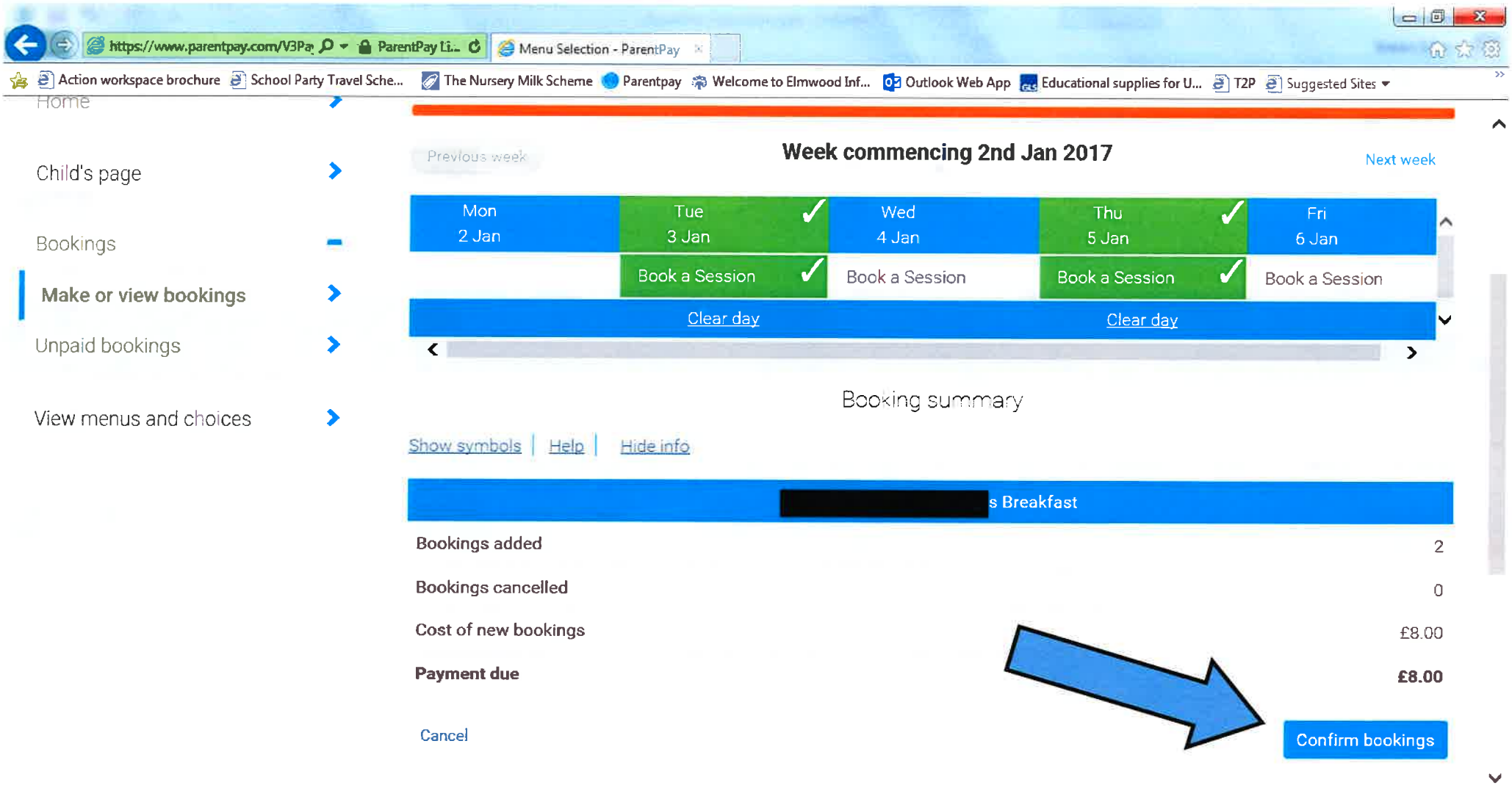
Choose the week you would like to book up—click on 'Week commencing' drop down box

Once you have chosen your week, click on 'Make or view bookings'.



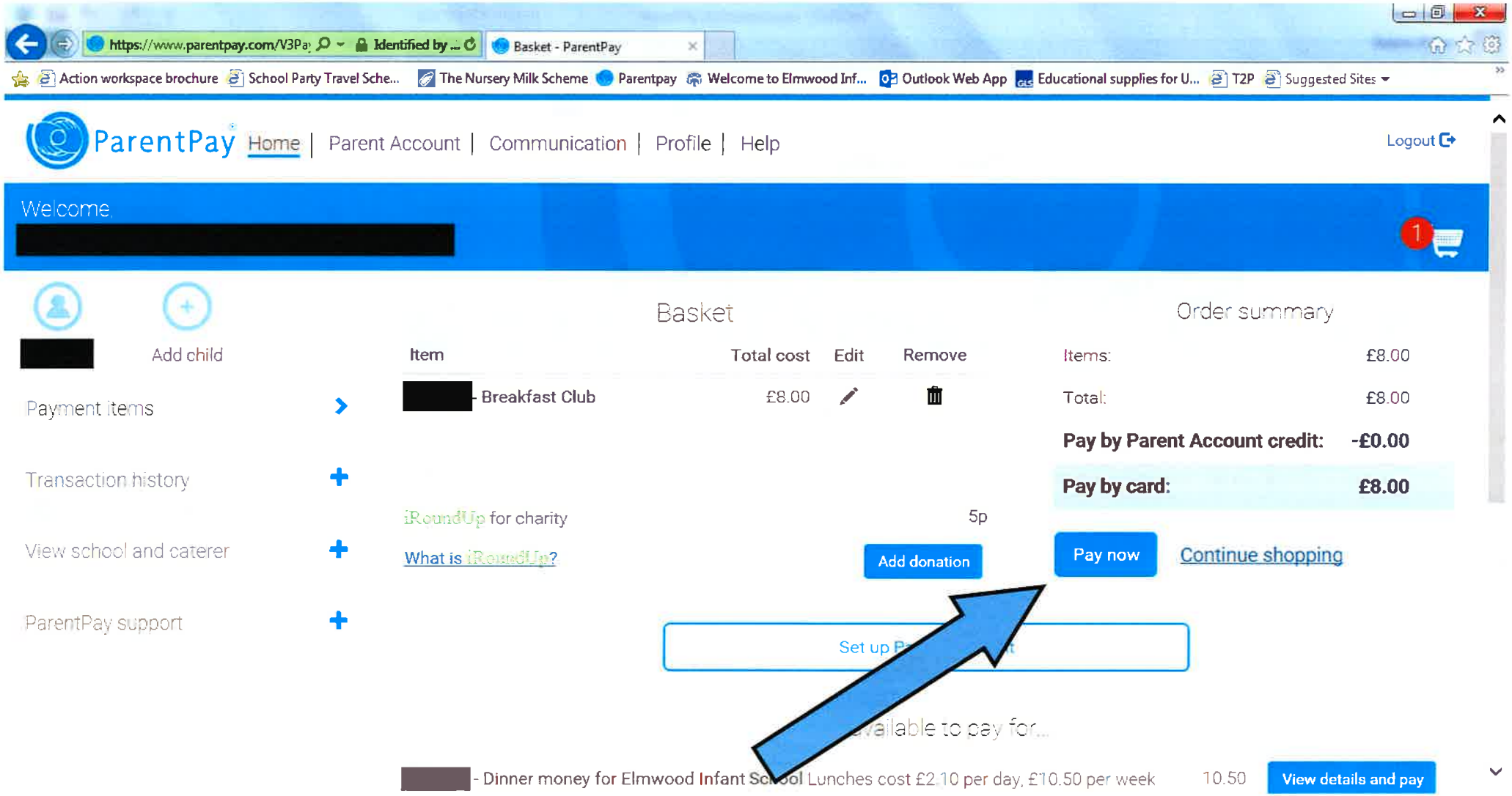
Click on the 'Book a Session' under the dates you want (you can click on as many dates you need to book). When you click on this, it will highlight green and show a tick.

Underneath it will give you a booking summary which will show you how many dates you have chosen and how much you will need to pay. Click on 'Confirm bookings'.



Check your basket is correct.

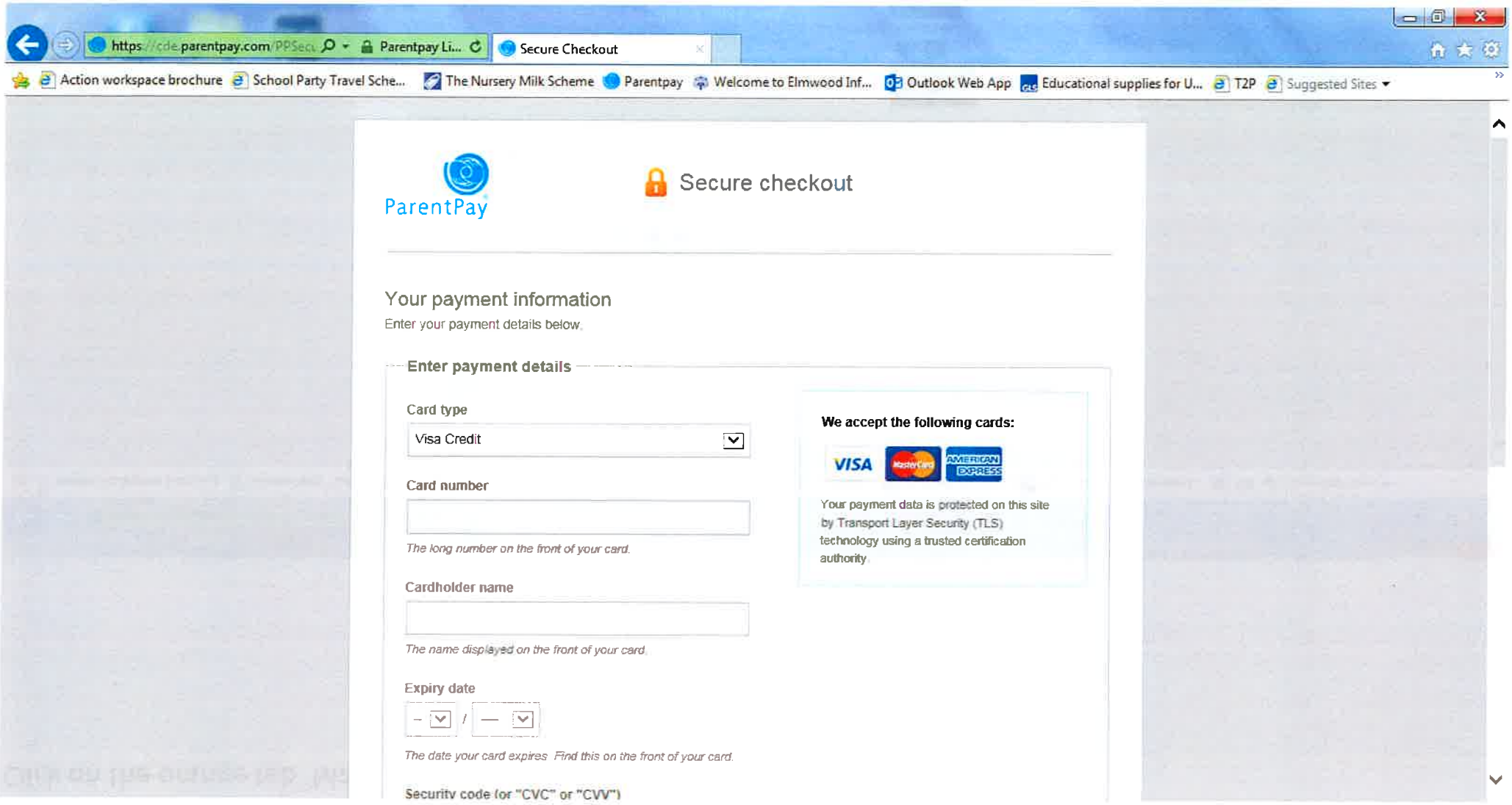
Click on 'Pay now'.



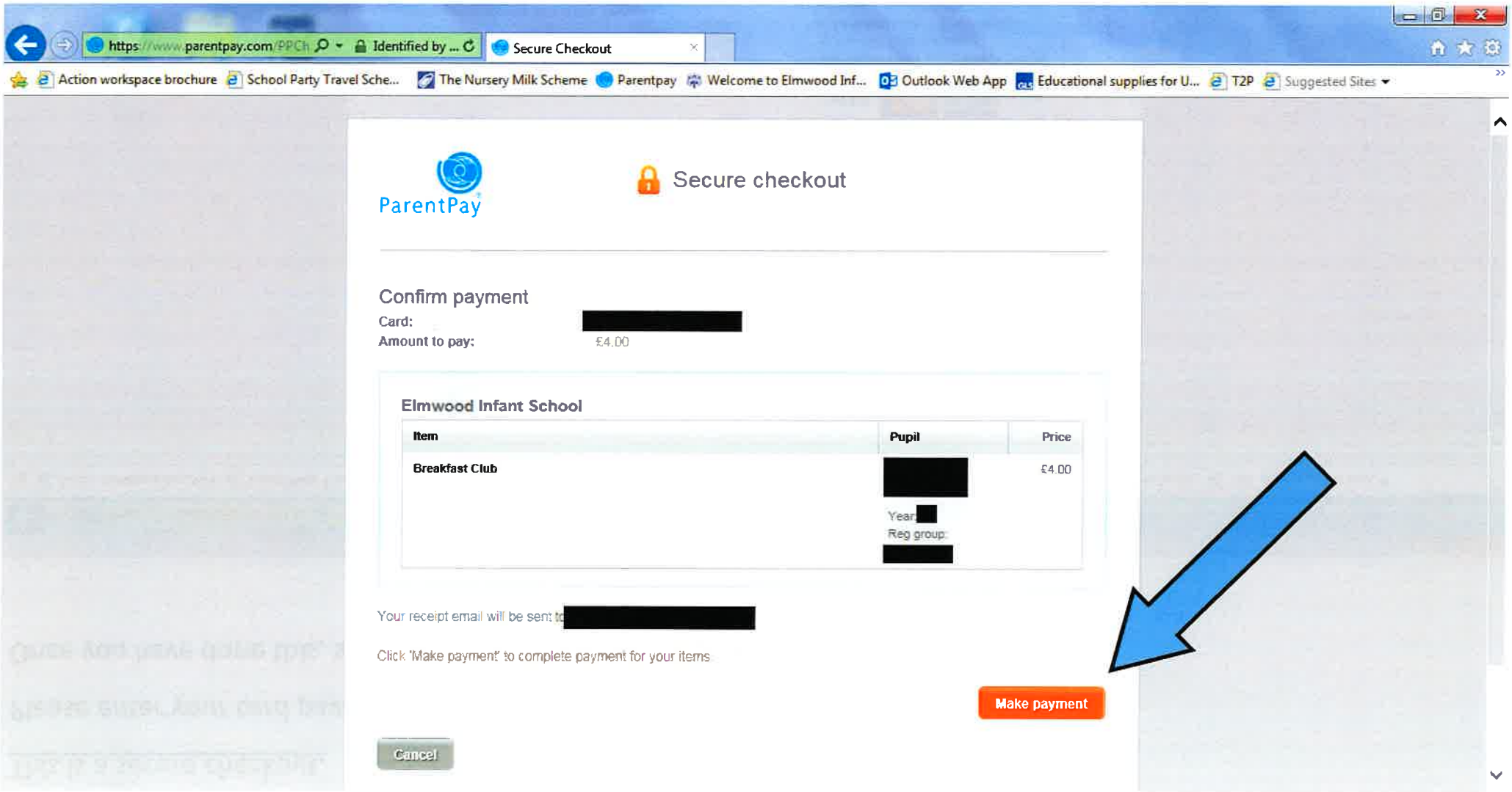
This is a secure checkout.

Please enter your card payment details.

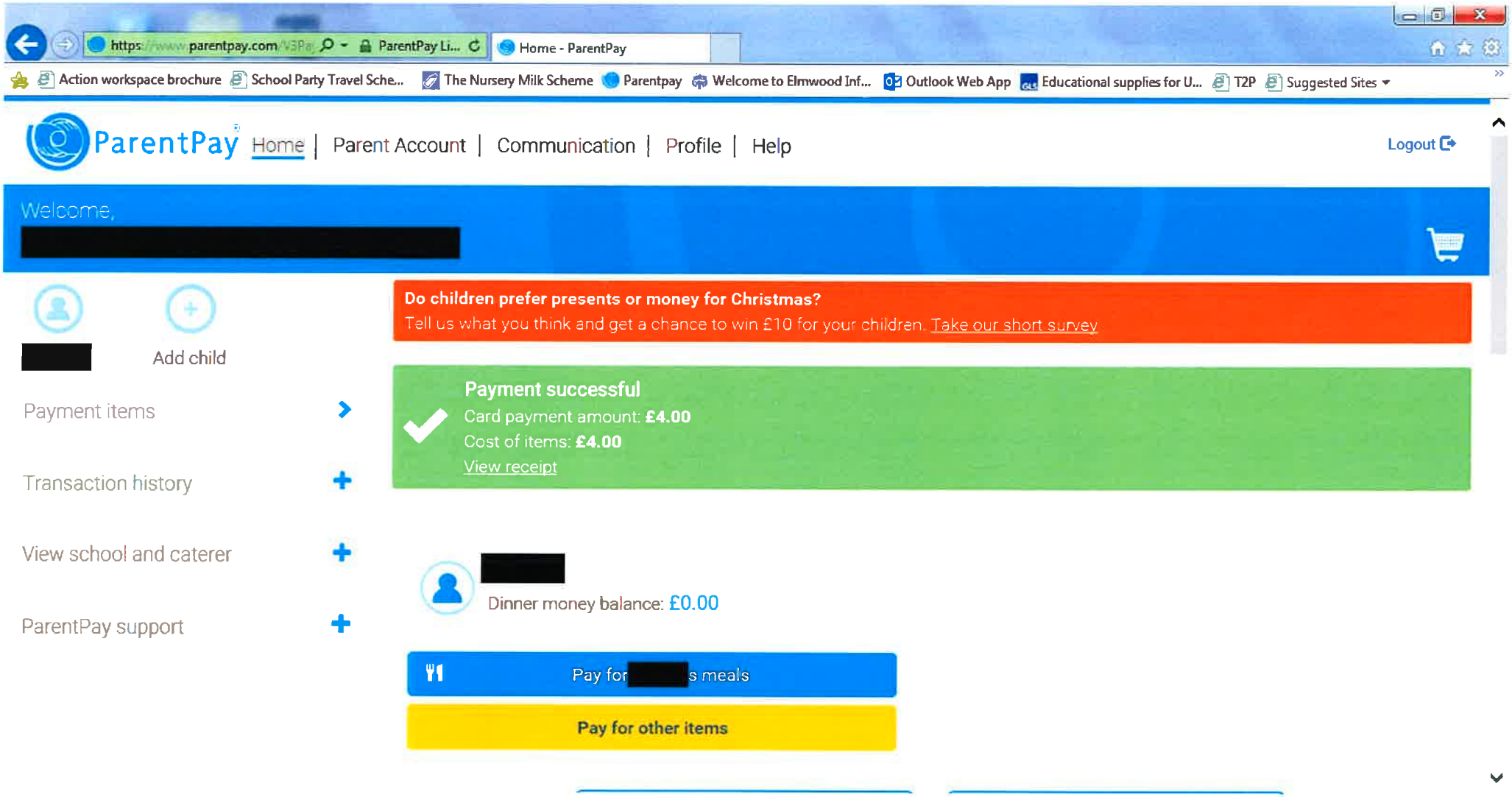
Once you have done this, scroll down and click on the orange tab 'Review payment'.



Click on the orange tab ‘Make payment’.



This page will confirm that your payment has been successful.

You are able to log out after this page.

If you wish, you can have a browse through the website which can be helpful. You can view any correspondence we send (if any) and view your transactions/statements.