

## ParentPay

The College subscribes to ParentPay, a secure website that offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week - safe in the knowledge that the technology used is of the highest internet security available.

Using ParentPay, you are able to make payments for College items such as trips, College Services Fee, locker and equipment deposits. We also offer cashless catering in our Food Centre; money can be loaded on to a student's cashless catering account via ParentPay so that they can use this service.

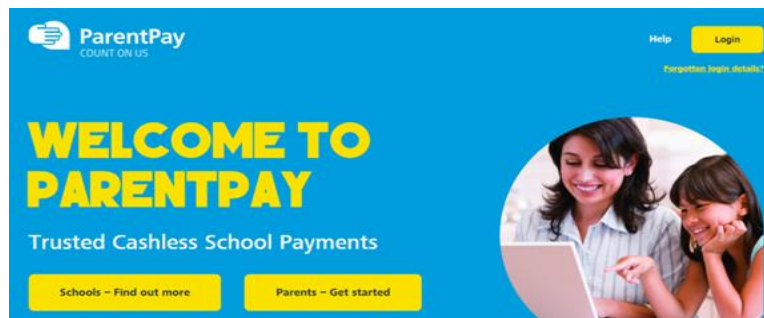
### Starting Off

For parents/guardians of new students joining us in September, an email will be sent by the end of August containing a username and password.

To log on to ParentPay and change your password (strongly recommended) please follow the Quick Guide below.

### Quick Guide

Visit [www.parentpay.com](http://www.parentpay.com) and click on Login



Type the username and password sent in your activation email into the boxes on the Login screen. Click Login.

### Login

Email/Username

Password

[Forgotten your password?](#)

[Back](#)

Follow the on screen instructions to successfully activate your account.

**Important Note:** *If you receive a notification that the e-mail address you have entered has already been used, this means you already have an existing ParentPay account. In this instance, simply log in to your existing account, click 'Add a Child' and enter the activation codes included in your ParentPay activation e-mail (further instructions below).*

## Already have a ParentPay account?

To add a child to your account:

Go to [www.parentpay.com](http://www.parentpay.com) and log in to your existing activated ParentPay account.

Select the Add a child icon from your home page.



Enter the activation codes provided to you by Long Road Sixth Form College. These must be entered exactly as provided. Click Search.

|                                       |  |
|---------------------------------------|--|
| Activation code 1 / Username:         | Activation code 2 / Password:          |
| <input type="text" value="ABCDEFGH"/> | <input type="password" value="*****"/> |
| <input type="button" value="Search"/> |  |

Ensure the details displayed are correct for the child you wish to add to your account and select confirm merge.

***Please note: If the details shown are not correct for the child you wish to add to your account, please inform us immediately. You should not continue to add the child to your account.***

Help and support on how to use ParentPay is available on the ParentPay website:  
[www.parentpay.com/parent-account-faqs](http://www.parentpay.com/parent-account-faqs).

### Contact us:

If you have any queries relating to ParentPay or any other finance issues, then please do not hesitate to contact us:

E-mail: [finance@longroad.ac.uk](mailto:finance@longroad.ac.uk)

Telephone: 01223 631100 and ask for Finance