





Parent Guide to Ordering via ParentPay

Step 1 – Log on to your ParentPay account. Click on the 'Make Meal Bookings' box under the child you would like to book meals for

| ParentPay Home Paren | it Account Communi | cation Profile Settings Heip | | Lingout Ce |
|---|----------------------|--|--------|---|
| Welcome, Jain Hampton (lain@oycad.com) | | | | ेस - |
| Elzo Stuot | (A) Kyle | Eliza Danner money balance: £21.00 | | Stuart Drear maney balance: £0.70 |
| Anglus Lucy (+) Add s child | Samuel | Vale meat bookings Pay for other Barns | | Make meal bookings Pay for other items |
| Active Payment items | > | Kyle Dinner money balence: £5.02 | | Arigus Jiner money balance: £2.30 |
| Iransaction history | + | VI Make meal bookings Pay for other items | | Make meal bookings Pay for other items |
| Add a child | * | | | |
| ParentPay support | + | Dinner manay balance: 20.00 | | Samuel Dinner money balance: £13.49 |
| | | Vi Make recal bookings | | Make meal bookings |
| | | Pay for other items | | Pay for other items |
| | | View al | litens | Set up Parent Account |

Step 2 – Ensure the drop down box is set to 'Lunchtime'. Click 'Make or View Bookings'

| ParentPay Home Parent Account Communication Profile Settings Help | | | | |
|---|----------------|--|----------|--|
| welcome; Tain Hampton (iain@eycad.com) | | | . | |
| | | Elizas bookings | | |
| Ekina Straat Angus Lucy Add a child | Kyla Samuel | Make or view bookings to book please select from the options below and then select. Nale or view bookings. Make bookings for | | |
| Home | > | Add to bookings belance | | |
| Childis page | > | H you wish to add to your bookings balance, you can do so by selecting. Add to beokings balance: Add to bookings lealance | | |
| Child profile | + | | | |
| Bookings | + | | | |
| Make or view bookings | > | | | |
| Unpaid bookings | > | | | |
| View menus and choices | > | | | |







Step 3 – This will take you through to the menu where you can select the meals for your child. You can navigate through the available weeks, to select meals in advance, by clicking on the box under the date. You are unable to select meals for the previous days and for the current day.



Step 4 – Once you have made the selections you must click 'Confirm Bookings' in the bottom right corner. If your child is UIFSM or FSM you will still need to follow through to payment screen, however no payment will be taken from your account

