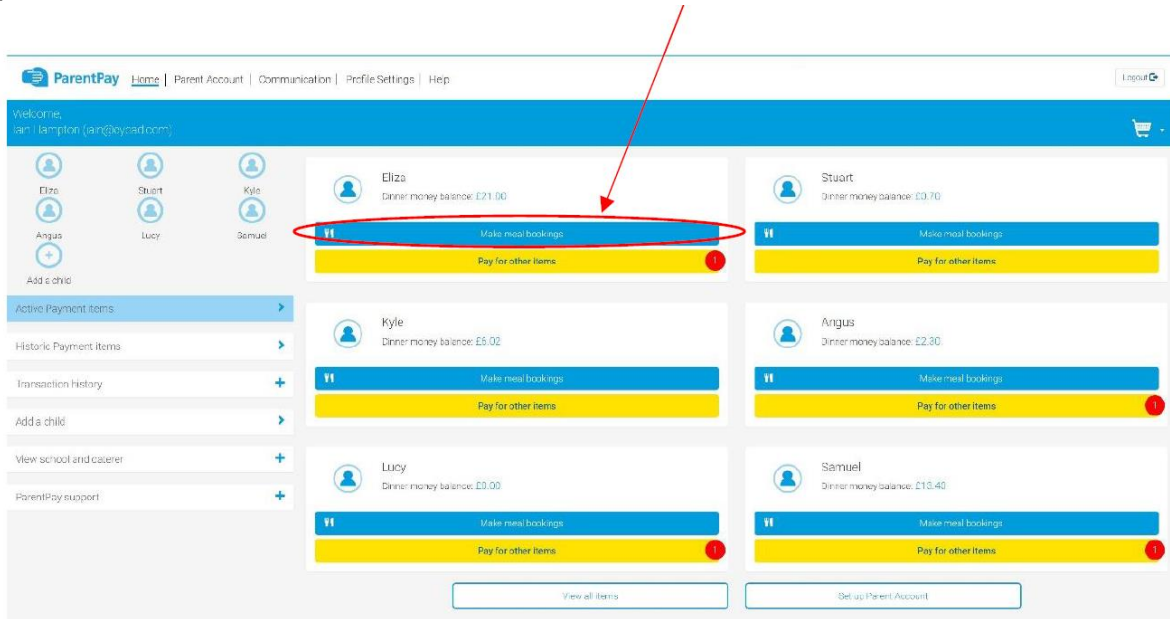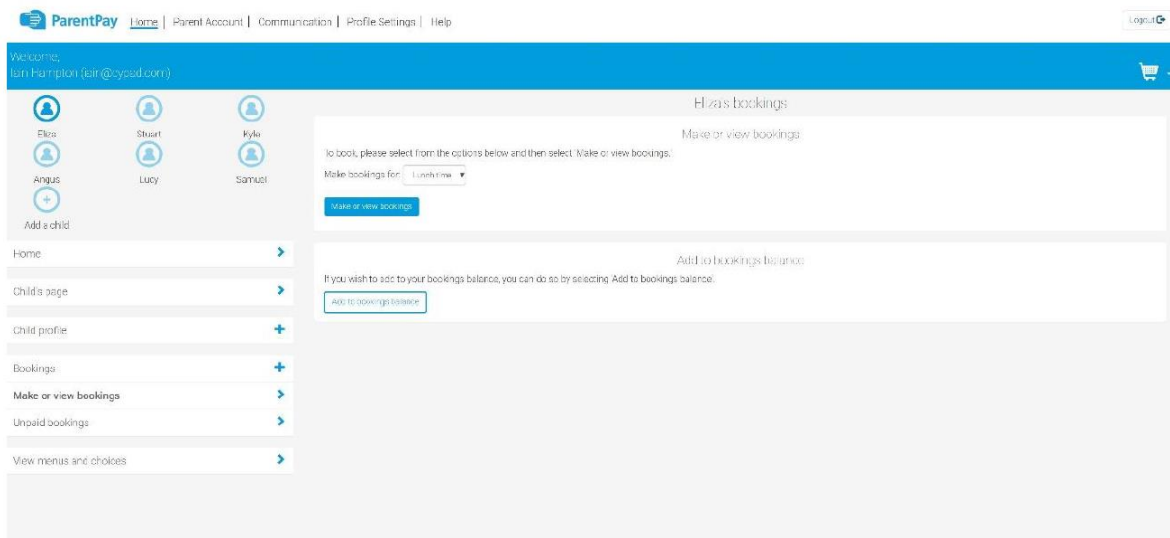# Parent Guide to Ordering via ParentPay

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

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

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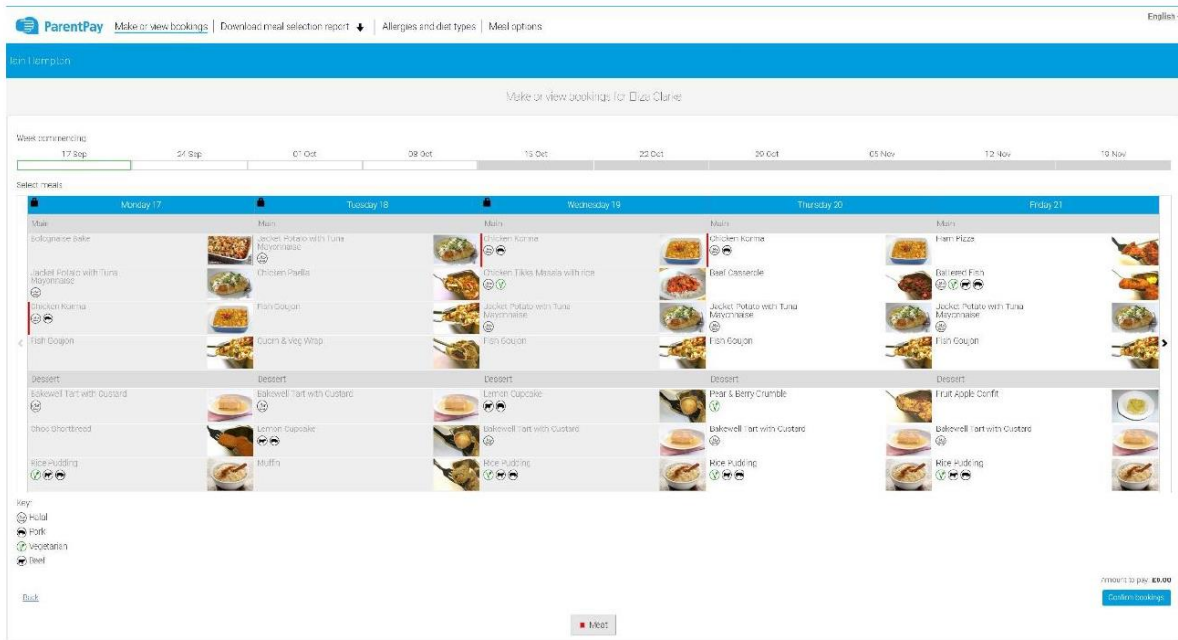
Step 4 – Once you have made the selections you must click 'Confirm Bookings' in the bottom right corner. If your child is UIFSM or FSM you will still need to follow through to payment screen, however no payment will be taken from your account