

**More information**

More information can be found on the ParentPay website, alternatively contact Benfield School on 0191 2656091



An introduction to our  
online payment service  
[www.parentpay.com](http://www.parentpay.com)



## What does ParentPay do?

- enables you to pay for School Meals and Educational Visits and other items such as Tickets for School Shows
- offers a highly secure payment site
- gives you a history of all the payments you have made
- allows to create a single account login across all your children that attend a ParentPay school
- shows you all items available for payment relevant to each of your children
- emails a receipt of your payment to the email address you register
- offers you the ability to set automated email/SMS payment reminders

## How does ParentPay help you?

- gives you the freedom to make payments to school whenever and wherever you like
- stops you having to write cheques or search for cash to send to school
- gives you peace of mind that your payment has been made safely and securely
- helps with budgeting; payments are immediate, there is no waiting for cheques to clear
- payments for many of the larger trips can be made by instalments up to the due date
- you never need miss a payment or have insufficient credit with automated email/SMS alerts
- ParentPay is quick and easy to use

## How do I get started?

We will send you an activation letter containing your activation username and password to enable you to setup your ParentPay account. During the activation process you will be guided through changing your username to your e-mail and your password to something more memorable; if you have more than one child at Benfield you can also add children to a single account providing one login for all your children.

## How to add money for School Meal, Trips or Tickets

- Go to Pay for Items
- Top up my account (yellow box)
- Choose amount
- Follow the instruction to input your card details to complete your transaction
- Choose which of the following you are allocating money too, ie. Dinner money, trips or tickets,
- To allocate money for school meals, click **'Pay for items'**, then **'View details and pay'** after topping-up My Account.

## How to check your child balance for meals or trips

- Your child's balance is shown on the home page

## How to view the School Dinner Menu

- From the homepage go to 'view menus and choices'