



**Breadalbane Academy Secondary** 18 Mar 2021

Parent or Carer of **[consumersurname]**

ParentPay is the preferred method of payment by Perth & Kinross Council to enable parents/carers to pay online in advance for their child's school meals and pay for other school activities. ParentPay offers you the freedom to make online payments, free of charge, 24 hours a day, 7 days a week. It also allows you to view transactions and see lots of information regarding chargeable school activities.

If you already have an active ParentPay account for another school or sibling, please follow the steps below to add your child to our school: -

- Navigate to parentpay.com
- Select "Login" at the top right-hand corner of the screen
- Login to your existing account using your email address (if you cannot remember the password, select the forgotten password link and follow the instructions)
- From the top right-hand corner select Add a Child (this will re-activate an account if it has been archived)
- Enter the following username and password to add your child to this account.

**Username: SLVXJLIZ Password: a78488627**

If you do not have an existing ParentPay account adding your child is straightforward: -

- Navigate to parentpay.com
- Select "Login" at the top right corner of the screen
- Enter the username and password noted above and select "Activate". You will be prompted to change these and to keep them safe and secure as your Username and Password for future logins.
- Complete the activation as detailed on the screen
- That's it, you're done!

Once you have activated your account you can make online payments straight away. For an introduction to the ParentPay system, please click on 'Take a Tour' video link on the menu on the left of your homepage once logged in.

If you require any assistance with activating your account, please check the parent FAQ section on the ParentPay website <https://www.parentpay.com/parents/> and if you need further assistance, either ask at the school office or complete a Parent Support request form in the 'Parent Support' section of the ParentPay website.

Yours sincerely

John Devine  
Headteacher