

## New ParentPay User

To create a new account, you will need to have the account activation letter provided by your school to hand. You will also need to be able to access your email as your email address will become your new username and is used for the verification process.

If you have lost your activation letter or not yet received it, please contact the school on 0141 582 0050.

Please note, if you have previously had a ParentPay account you should attempt to login to this account and follow the add a child process, rather than creating a new one.

1. Log into <https://www.parentpay.com/>
2. Select Login at the top right corner of the screen.
3. Enter the username and password (activation codes) provided in your account activation letter and select Login.

You can now log into your account

For further info on activating your account view below.

<https://www.parentpay.com/wp-content/uploads/2020/01/How-to-activate-your-account.pdf>