## WELCOME TO PARENTPAY

### Activating your account

You need to follow each of the following steps in order to activate your ParentPay account.

1. Go to www.parentpay.com  and click on the Login tab in the top right corner of the page, or click on the link on the Alec Hunter Academy website.

2. Type in the username and password that you received in your letter from the School.  NB these user details are for one-time use only and will become invalid after account activation.

3. Read the on-screen instructions to successfully activate your account and click Continue.

4. Read the ParentPay terms and conditions and click in the radial button next to accept terms and conditions at the bottom of the page and click Continue.

5. Type in your email address. This will enable us to send you payment notification, password reminders and information. If you do not have an email address click on No email address and follow the on-screen instructions; otherwise click Continue.

6. Your email address is automatically set as your new username; we recommend this. Please retype your username in the Confirm username box and click Continue.

7. Type in a password of your choice in the new password box, retype it in the Re-enter new password box. Password must be a minimum of six characters long and include at least one letter and one number. Click Finish.

**Your account is now activated and you are ready to start making payments.**

**Making a payment**

Click on the My Payment items tab.

1. Put a tick in the box to the left of each item you wish to pay for.
2. If required, type the amount and/or quantity you wish to pay for in the Amount column.
3. Scroll down to the bottom of the page and click Continue.
4. Check the details on the summary page are correct.
5. Click Continue.
6. Enter your card details in the appropriate fields.
7. Click Make payment.