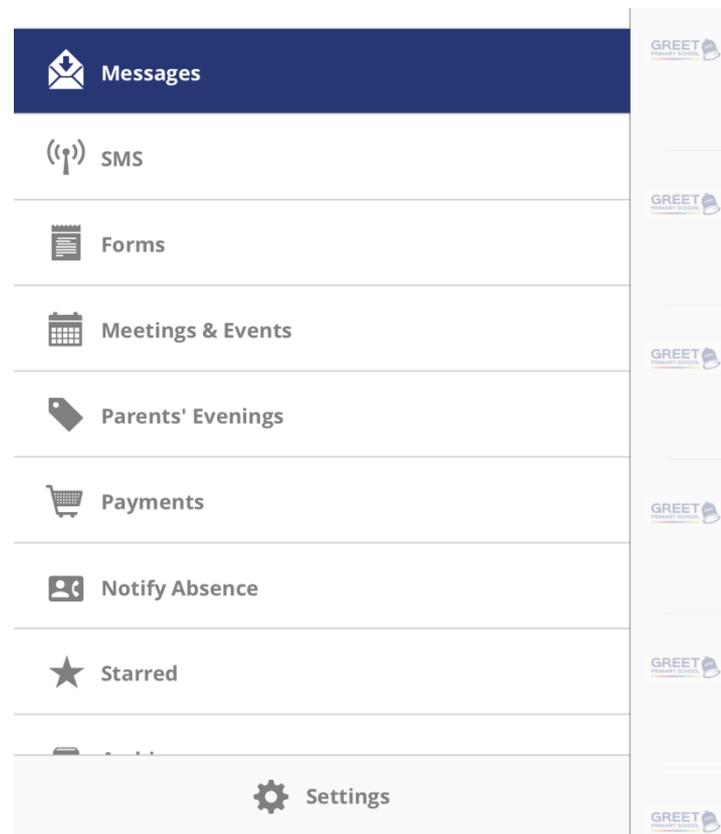


# **How to Make an Online Payment via ParentMail**

This is a step by step guide for parents wanting to make an online payment via ParentMail using an iOS device.

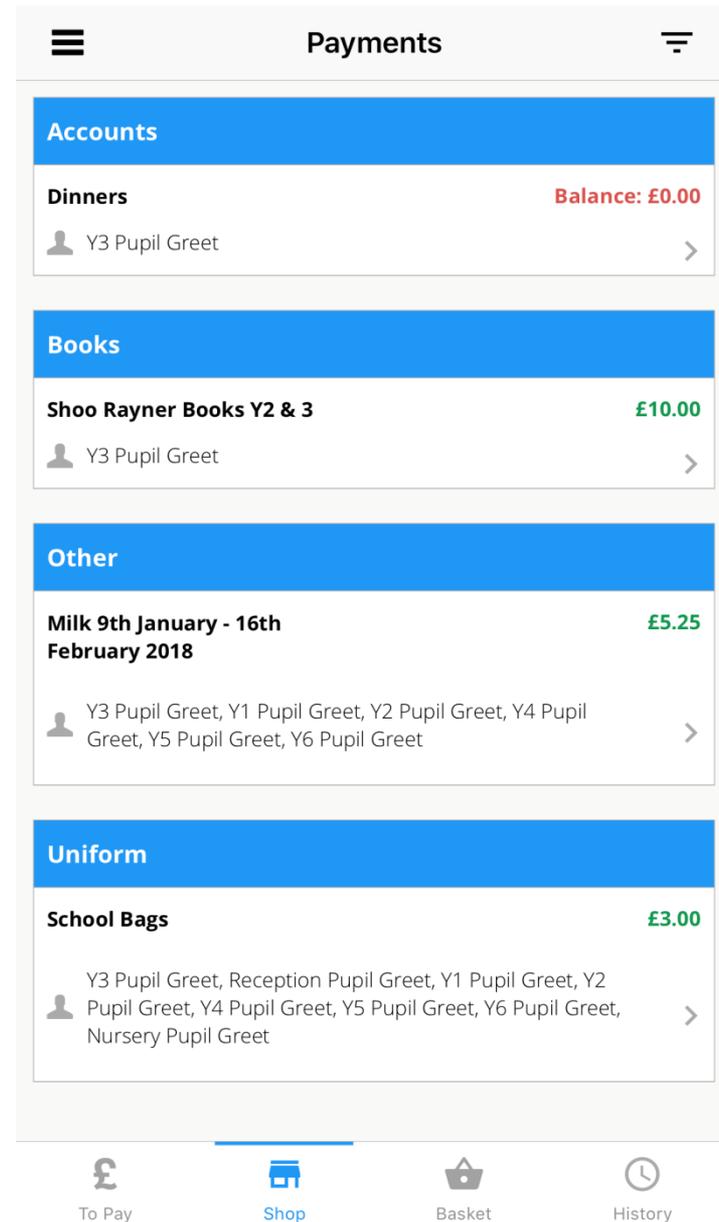
1. Open your ParentMail app and click on 'Payments'.



2. Select from the list the item/s you want to pay for by clicking on the grey arrow beneath the outstanding amount.

In this scenario we will pay for the milk money for w/c 9<sup>th</sup> January.

Notice that you are in the 'Shop' section of 'Payments'.



3. Select the pupil you want to pay for (you can buy this item for more than one child, however, you will need to add each child to the basket for this item individually) by pressing the circle next to that pupil's name. You will know they have been selected when the blue tick appears.

4. Once you have made your selections click on 'Add To Basket' at the bottom of the screen.

5. To proceed straight to payment click on 'Checkout With This Product'.

[← Payments](#) **Product**

**Milk 9th January - 16th February 2018** £5.25

Greet Primary School

Milk for Rec-Y6 available to purchase until 21st December

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**Student**

Y3 Pupil Greet	<input checked="" type="radio"/>
Y1 Pupil Greet	<input type="radio"/>
Y2 Pupil Greet	<input type="radio"/>
Y4 Pupil Greet	<input type="radio"/>
Y5 Pupil Greet	<input type="radio"/>
Y6 Pupil Greet	<input type="radio"/>

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**Payment Options**

**Total** £5.25

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 **Add To Basket**

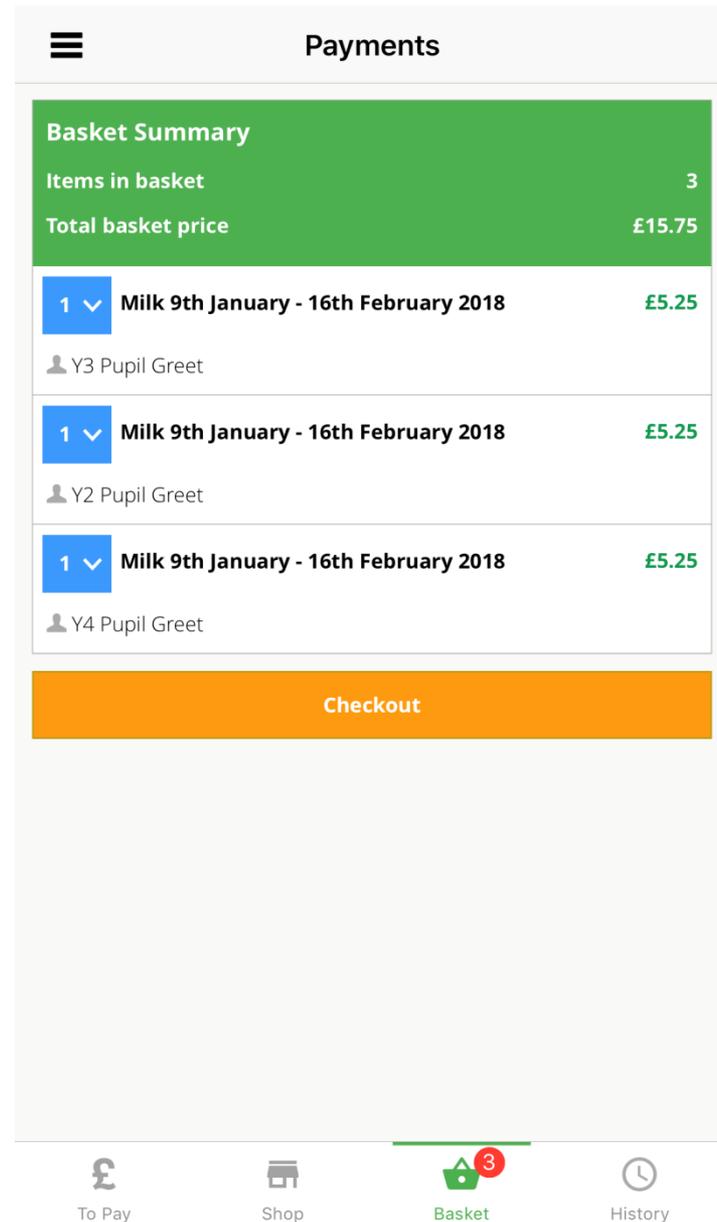
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**Checkout With This Product**

6. Once you have added the item/s to your basket you will get a notification of how many items are in your basket in a red circle at the bottom of the screen.

7. To proceed to payment click on 'Checkout'.

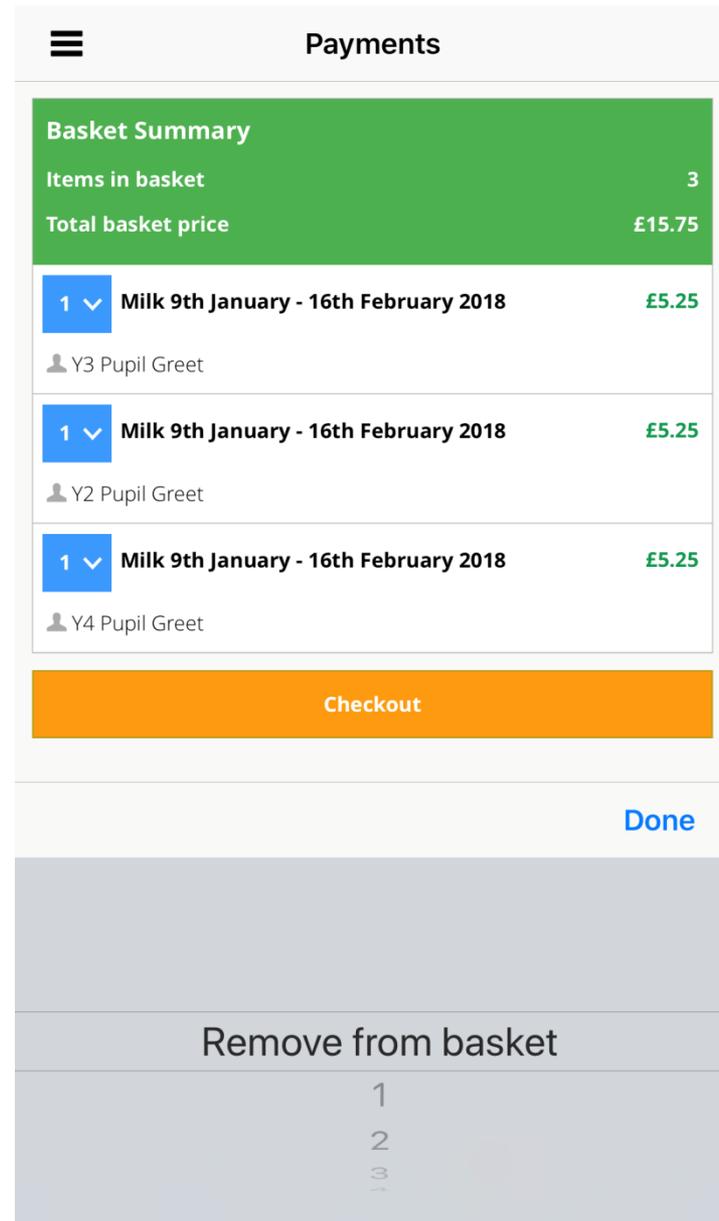
8. Made a mistake? See the next slide.



9. To remove or amend the quantity of any item in your basket click on the arrow in the blue box next to each item. A grey box will appear at the bottom of the screen. Press 'Done' when you have the correct selection in the lines. The basket should update automatically.

You can check the total price in the 'Basket Summary' at the top of the screen.

10. To proceed to payment click on 'Checkout'.



11. Select your chosen payment method from the options shown by clicking on the grey arrows to the right, alternatively you can click on 'More Payment Options' in blue.

Close Payment Method

Payment Methods

 >

 >

[More Payment Options](#)

Your Items

1 x Milk 9th January - 16th February 2018	£5.25
1 x Milk 9th January - 16th February 2018	£5.25
<b>Total</b>	<b>£10.50</b>

12. Enter your card details when prompted.

You can save your card details by clicking on the 'Save Card' button (this will go green when selected).

Next time you checkout an item, your card details will be stored on the 'Payment Methods' screen, making the process quicker and easier. You will only be required to re-enter your card's CV2 number (the last three digits on the back of the card).

**Please note that school does not have access to your banking or bank card information. ParentMail will only take a payment if this is authorised by the App user.**

13. Once you have completed this page, click the green 'Pay Now' button to finish and pay for your items.

Need further help? Go to

<https://www.parentmail.co.uk/help/parenthelp/>

< Back Card Details

Pay With New Card

Card Number enter number

Expiry Date enter expiry date

CV2 (Last 3 digits on back of card) enter number

Save Card

Pay Now