

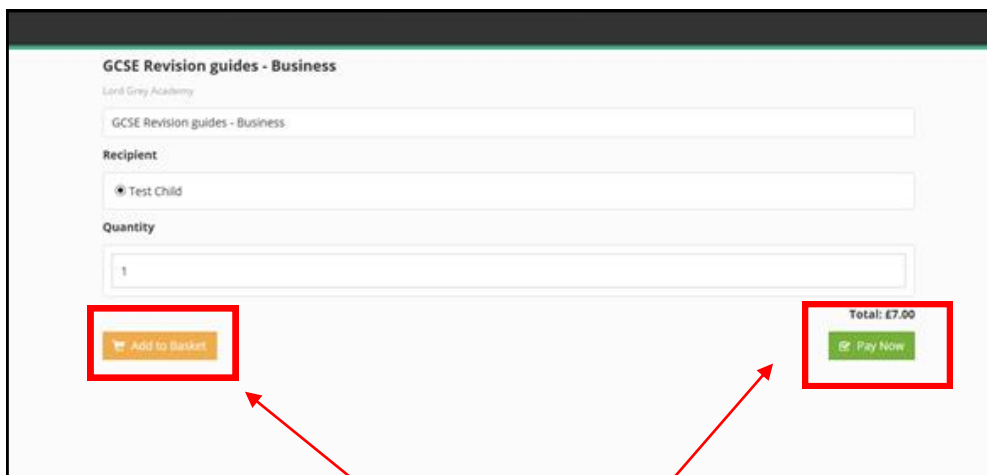
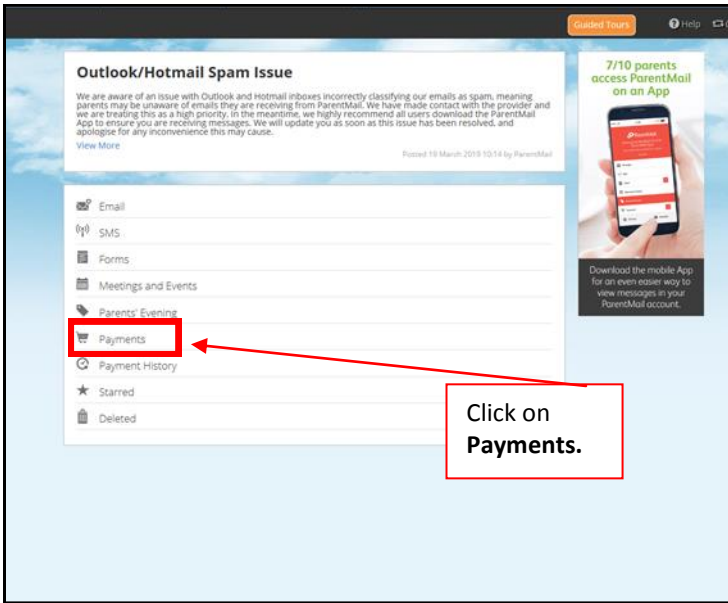


**PARENTMAIL HELP**  
**For Lord Grey Academy Parents**

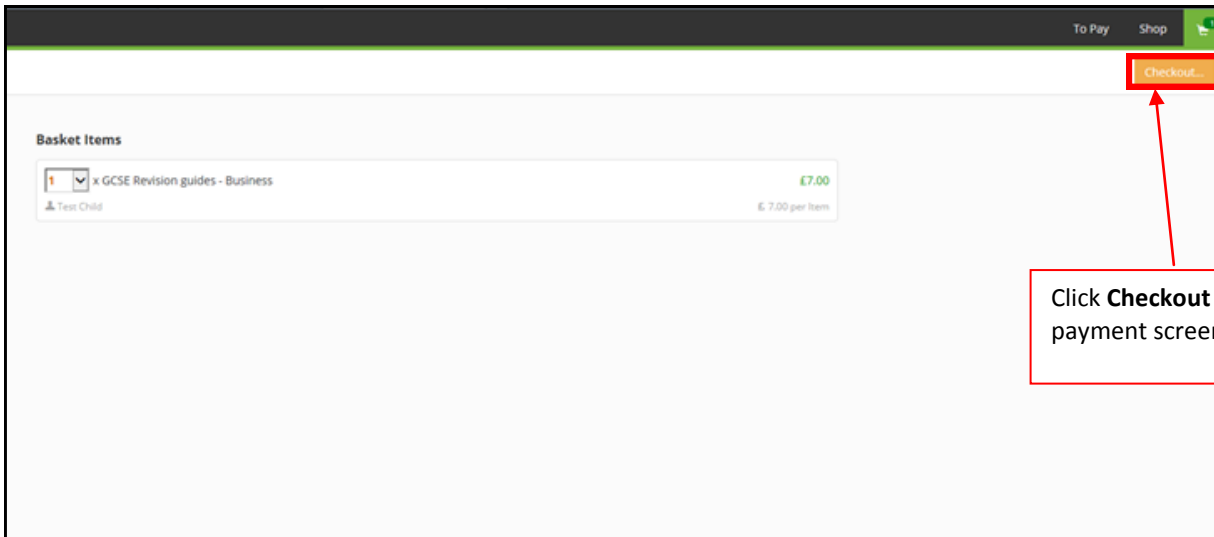


# PARENTMAIL HELP

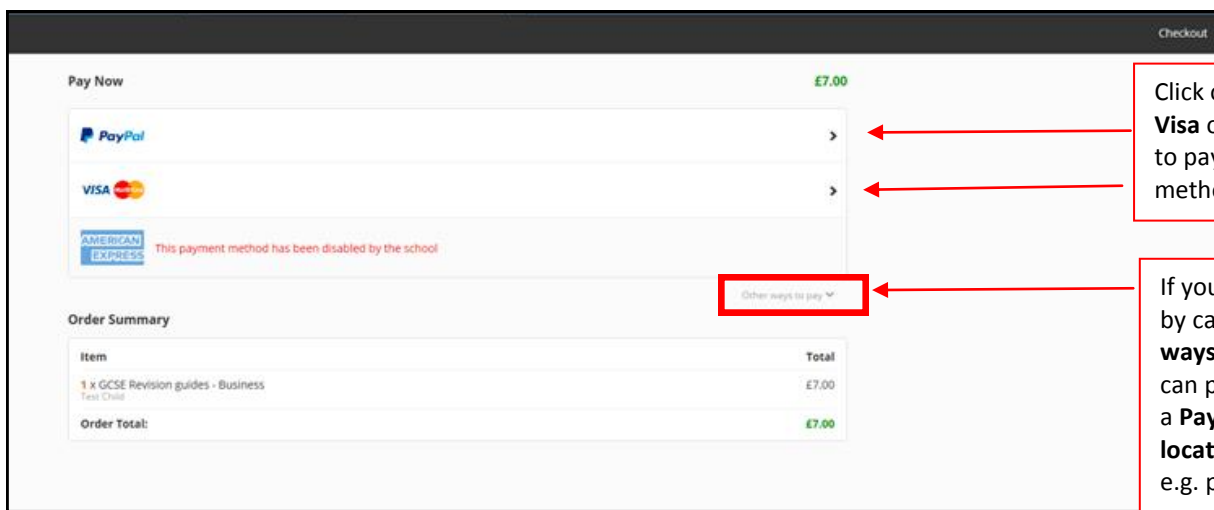
Screen shots to assist you when making your purchases via Parentmail, using the 'Shop' facility for dinner money, lockers, revision guides etc. Payments for trips and music fees will appear in your payment area, when applicable.



# PARENTMAIL HELP

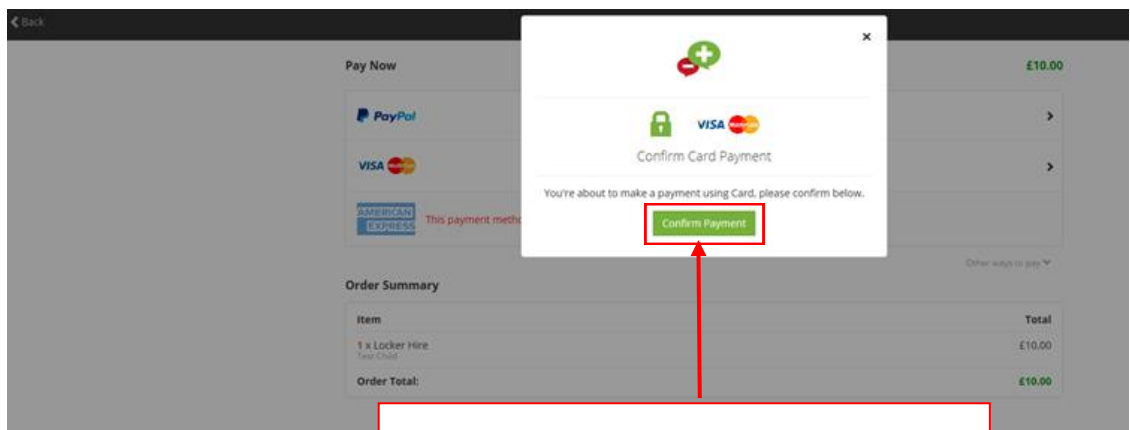


Click **Checkout** to go to the payment screen.



Click on **PayPal** or **Visa** or **Mastercard** to pay by these methods.

If you wish to pay by cash **click other ways to pay**. You can pay by **cash** at a **Paypoint location**, e.g. participating corner shop, petrol station etc.



If paying by **card** or **PayPal**, a screen similar to this will appear. Click confirm payment to take you to the payment screen.

# PARENTMAIL HELP

**VISA** **mastercard**

Card Number

Cardholder Name

Valid From (if applicable) Expires

Save My Card

Card Nickname

Give your card a meaningful name so you can identify it in the future

Confirm Payment

CV2:

Total: £10.00

Last 3 digits on back of card

Payments will show as "ParentMail Payments" on your card statement.

**PAY NOW**

Enter your payment details and then click **Pay Now**.

**ParentMail**

**PayPal** £7.00 GBP

Got a PayPal account? **Log In**

or

Pay with debit or credit card

Your financial details won't be shared with the merchant.

Country: United Kingdom

Card type

Card number

Expiry Date CSC

First name Last name

Phone number (for Mobile) Mobile +44

Billing Address

Address line 1

Address line 2 (optional)

Town/City

County (optional) Postcode

You've selected to pay by PayCash. Please confirm and we will generate a barcode for you. otherwise cancel to return to the payment method selection.

**Cancel** **Confirm**

**VISA** **AMERICAN EXPRESS** **PayCash**

This payment method

Order Summary

Item	Total
1 x GCSE Revision guides - Business Test Class	£7.00
<b>Order Total:</b>	<b>£7.00</b>

Payment Complete ✓

Order Summary

Item	Total
1 x GCSE Revision guides - Business Test Class	£7.00
<b>Order Total:</b>	<b>£7.00</b>

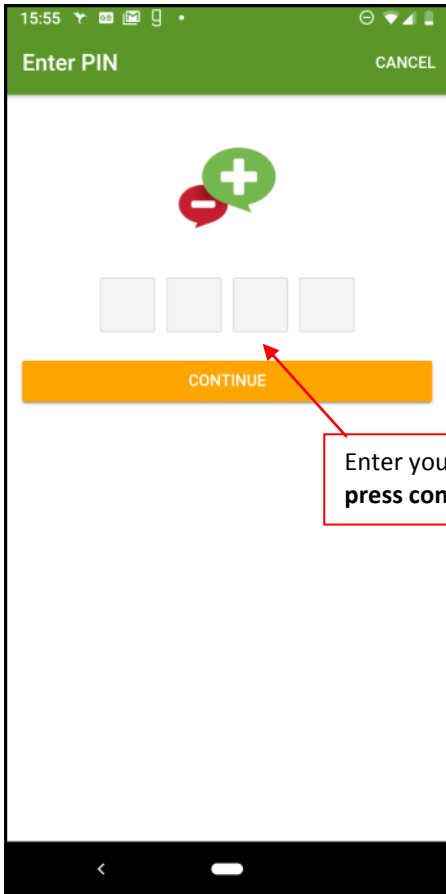
Your payment is complete.

If you have paid for something that needs to be provided to you (such as uniform) please liaise directly with the school.

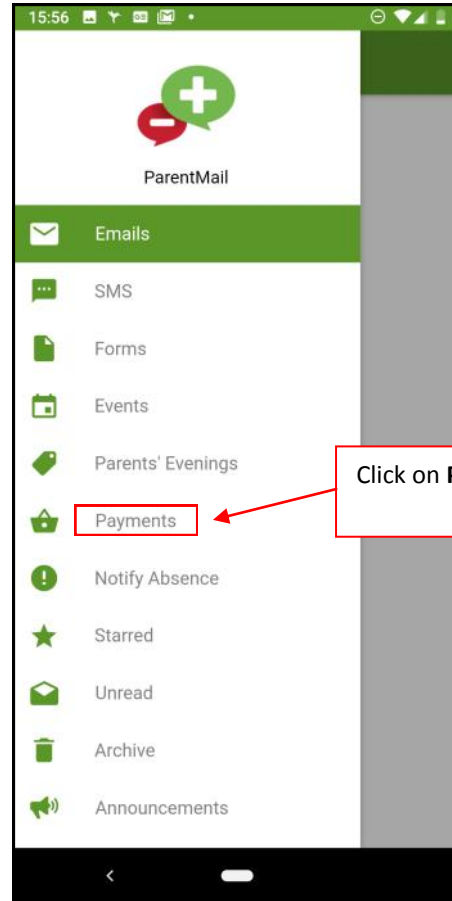
**Finish**

# PARENTMAIL HELP WHEN USING MOBILE PHONE

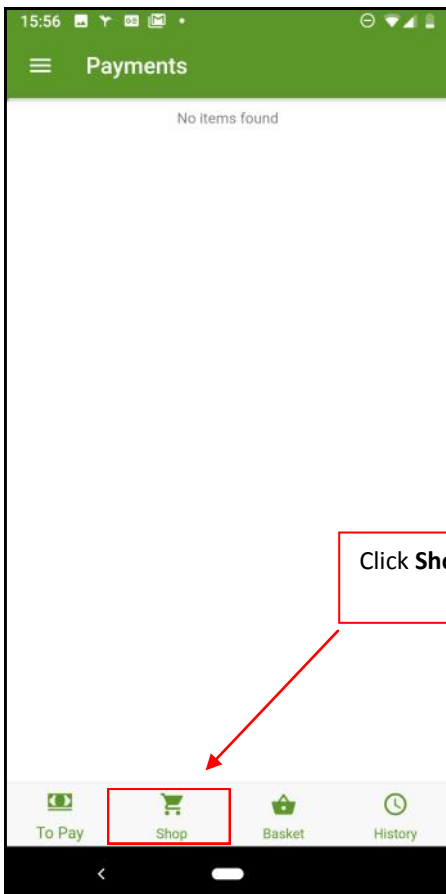
Screenshots how they would appear on an Android phone app.



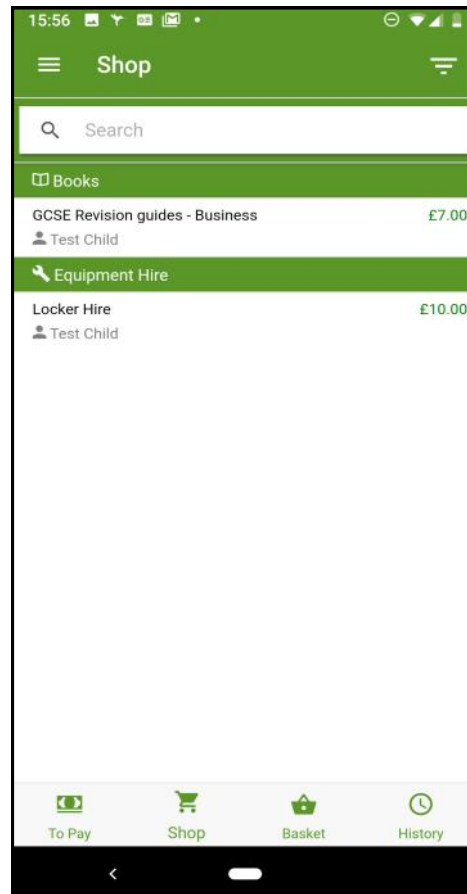
Enter your **Pin Number** and press **continue**.



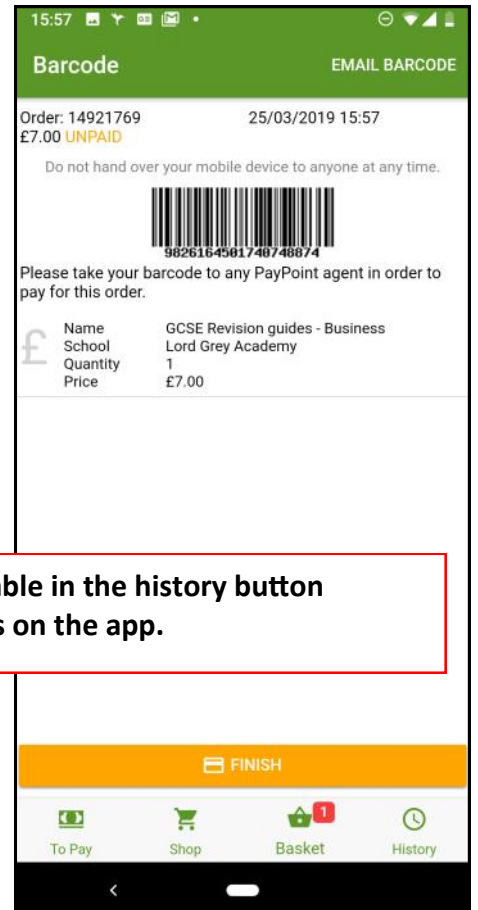
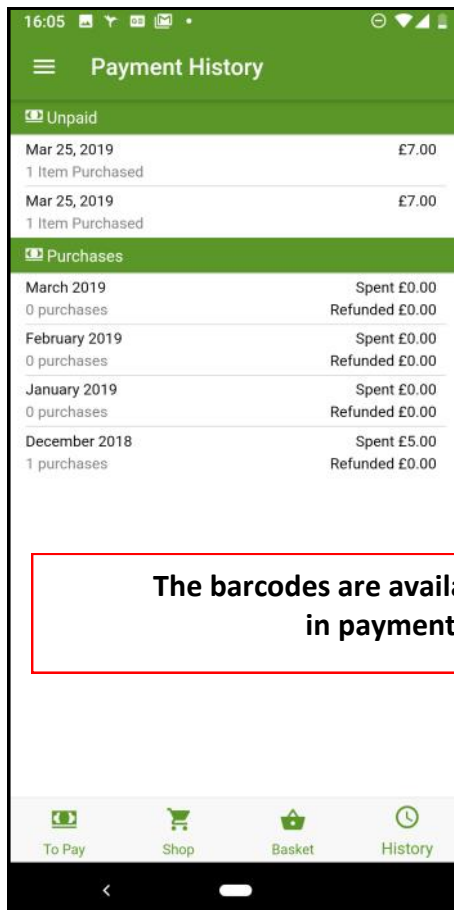
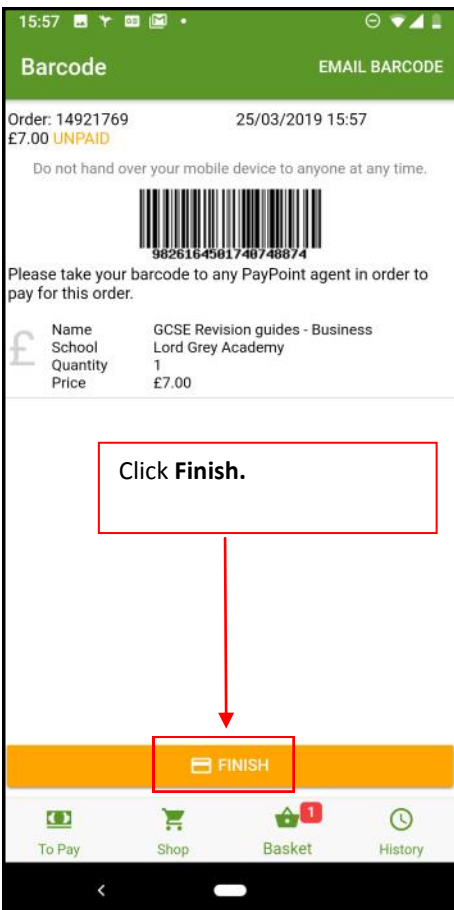
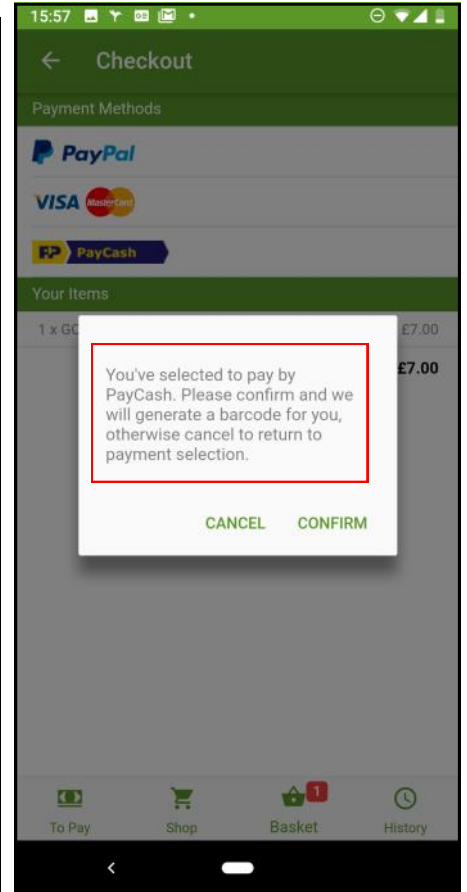
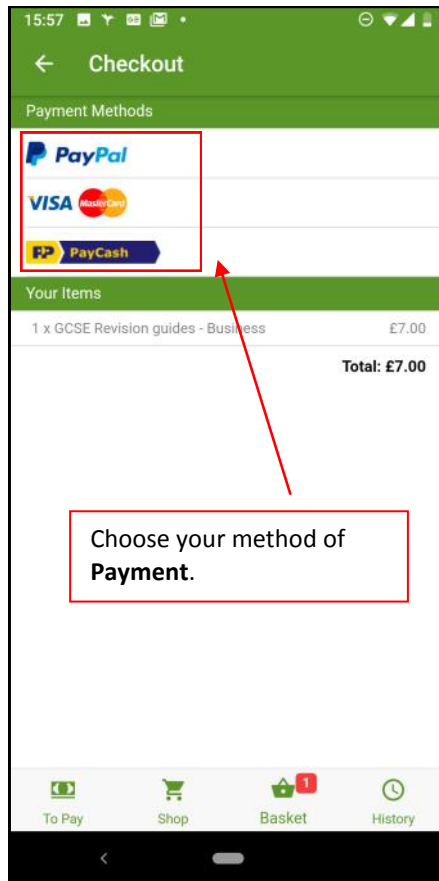
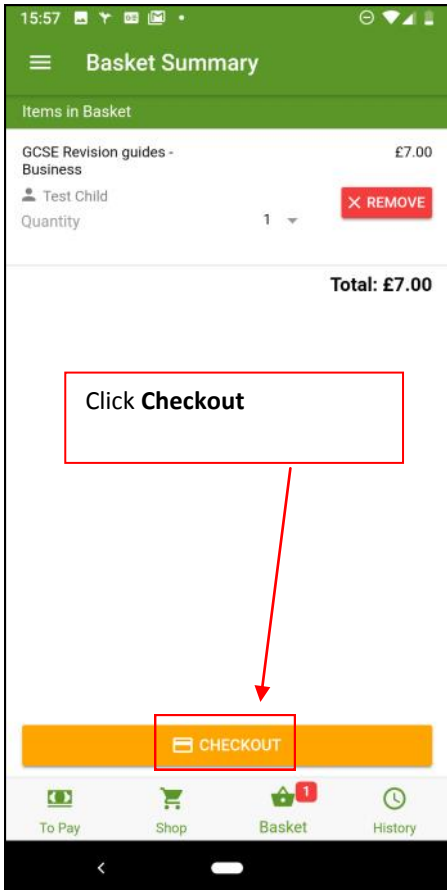
Click on **Payments**.



Click **Shop**.



# PARENTMAIL HELP WHEN USING MOBILE PHONE



The barcodes are available in the history button in payments on the app.

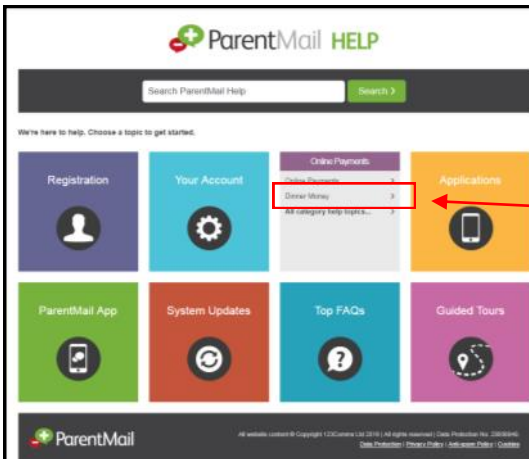
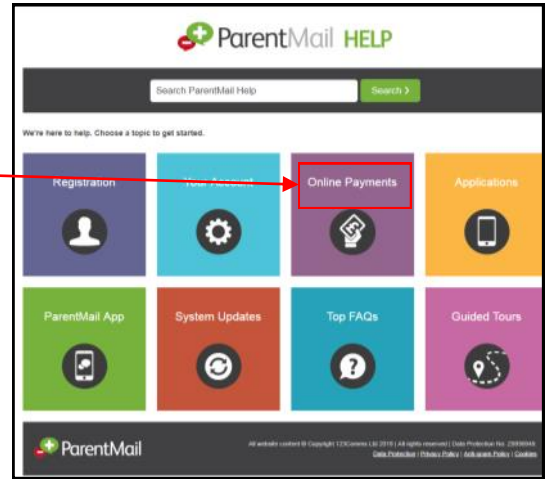
# ADDITIONAL HELP GUIDES

## How to make Online Payments/PayPoint Payments

1. Click the link <https://www.parentmail.co.uk/help/parenthelp/>

You will see this screen

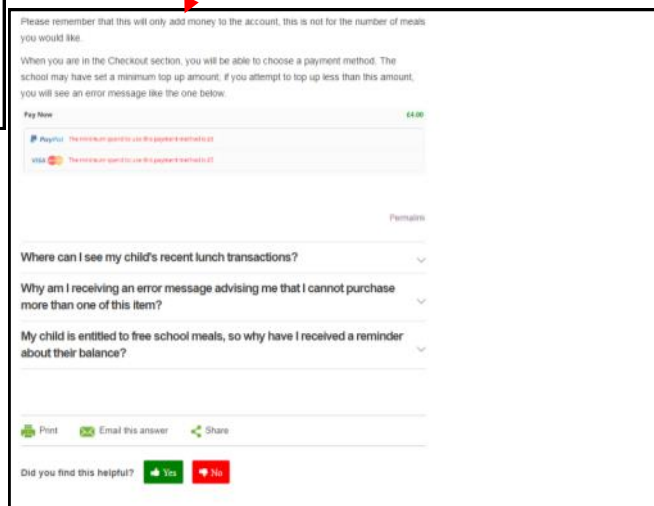
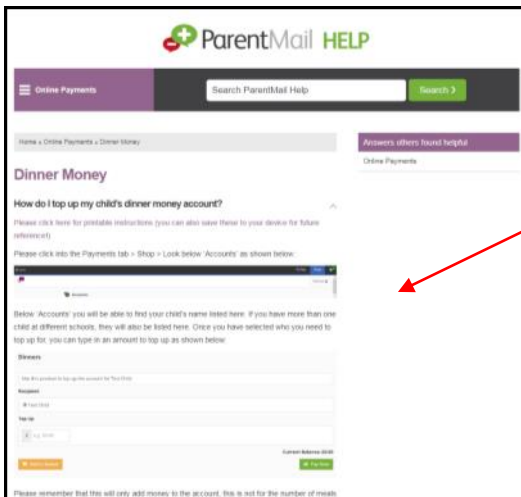
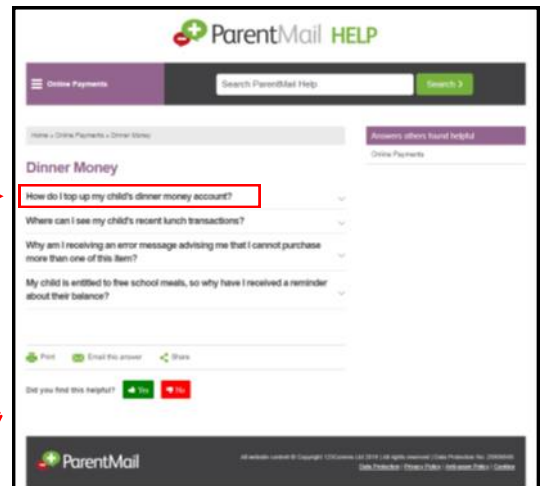
Click **'Online'** payments



Click **'Dinner Money'** payments

This is the next screen where you click **'How to top up my child's dinner money account'**

**THEN FOLLOW THESE INSTRUCTIONS BELOW**





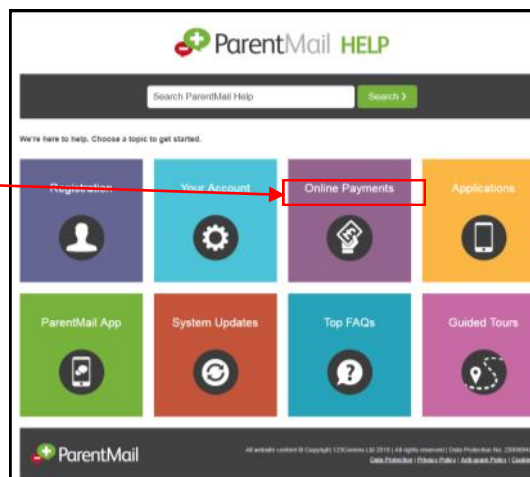
# ADDITIONAL HELP GUIDES

## Can I Pay Using PayPoint?

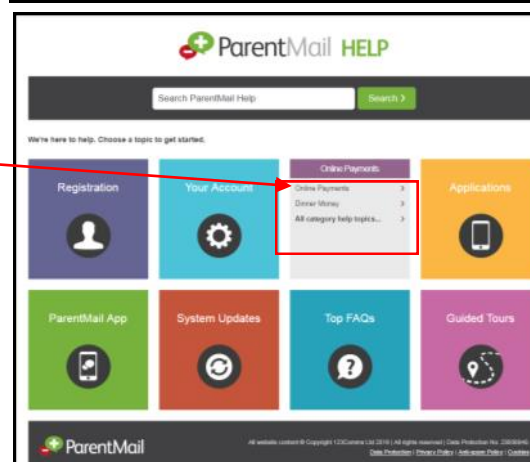
1. Click the link <https://www.parentmail.co.uk/help/parenthelp/>

You will see this screen

Click **'Online'** payments

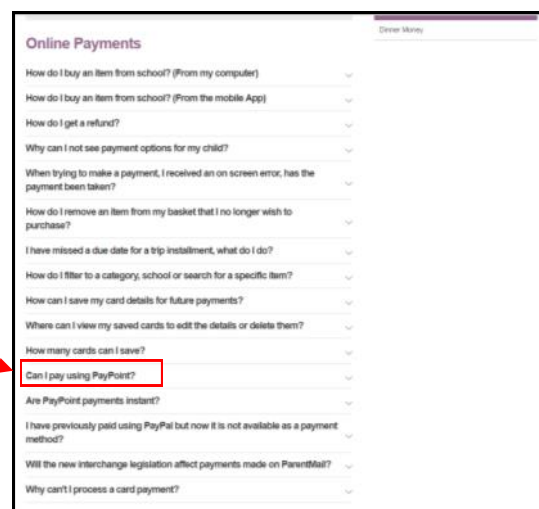


Click **'Online'** payments



This is the next screen where you click **'Can I pay using PayPoint?'**

Click and follow the instructions



**Are PayPoint payments instant?**

Click and follow the instructions

