



CCHS – How to Log into.....

ParentPay – Clouds Cashless Payment

There are two methods for adding funds to your child's meal account within ParentPay

Method 1 Add funds directly into your child's **Dinner Money Account**

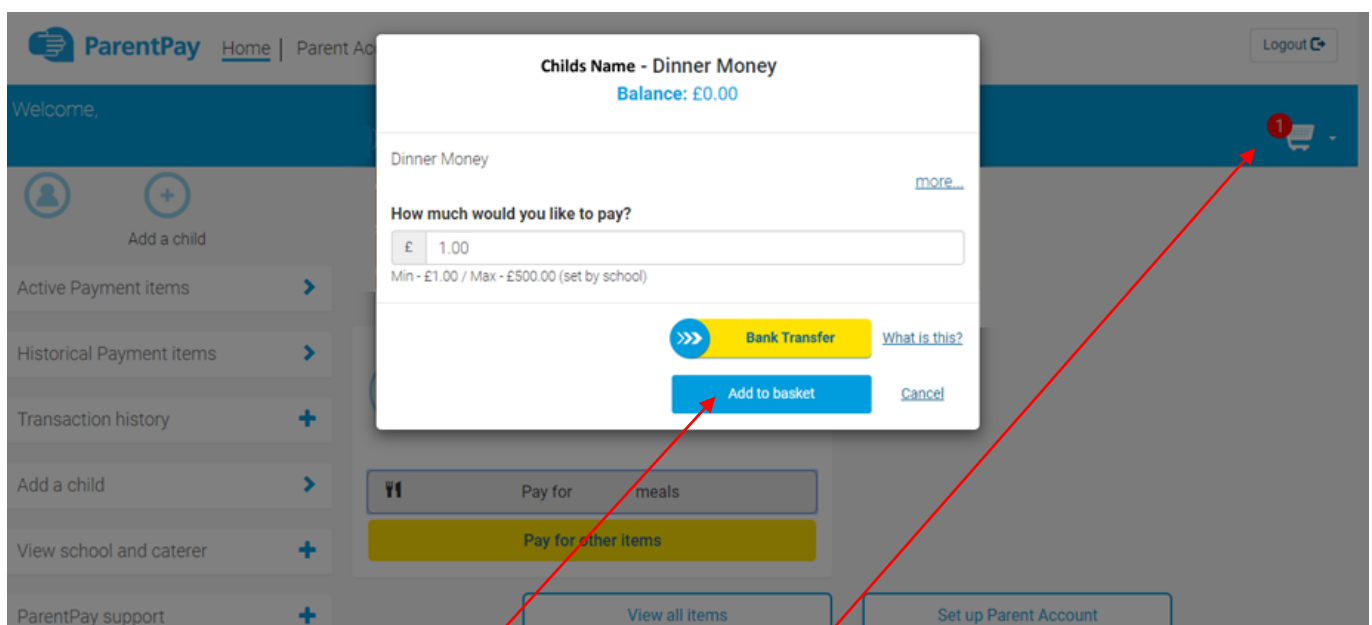
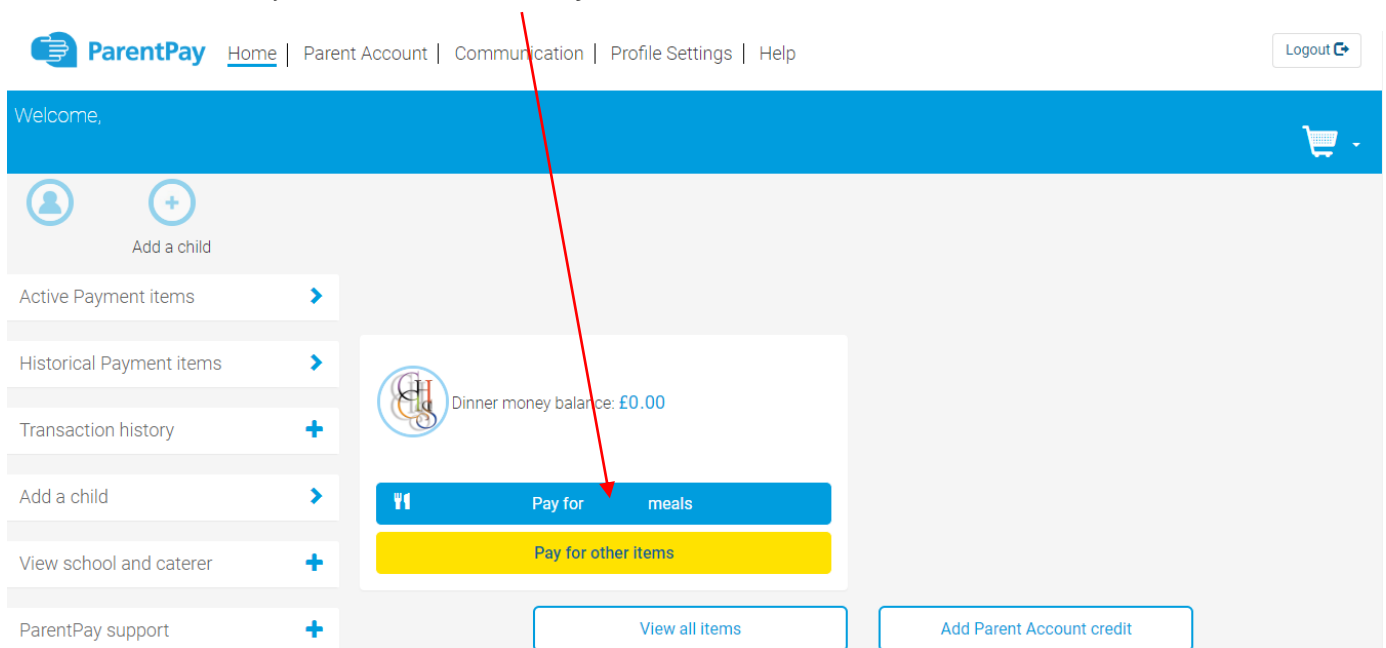
Method 2 Add funds to your **Parent Account** – this can then be allocated to pay for trips or allocated to your child's Dinner Money Account.

REMEMBER: When adding funds this way please remember to allocate money from the Parent Account to the trip or dinner money account to ensure trips are paid for or money is available for your child to spend at the cashless payment points.

Method 2 - see Page 3

Method 1

To add funds direct to your child's **Dinner Money Account**



After adding **Dinner Money** to your **Basket** you can then **Checkout**.



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Method 1 - Continued

You have then have the option to pay by Bank Transfer or Credit Card

Click the basket symbol and checkout.

The screenshot shows the ParentPay checkout interface. At the top, there is a navigation bar with 'ParentPay Home | Parent Account | Communication | Profile Settings | Help' and a 'Logout' button. Below this is a blue header with 'Welcome,' and a shopping basket icon with a red notification bubble containing the number '1'. The main content area is divided into two columns. The left column contains a sidebar with options: 'Add a child', 'Active Payment items', 'Historical Payment items', 'Transaction history', 'Add a child', 'View school and caterer', and 'ParentPay support'. The right column shows the checkout process. It starts with '1 item in basket' containing '- Dinner Money' for £3.00. Below this is an 'Order summary' table:

Order summary	
Items:	£3.00
Total:	£3.00
Pay by Parent Account credit:	-£0.00
Amount to pay:	£3.00

Below the summary, there are 'Pay by' options: 'Bank Transfer' (highlighted in yellow), 'VISA Checkout', and 'Other payment method'. A red arrow points from the text 'Click the basket symbol and checkout.' to the basket icon. Another red arrow points from the text 'You have then have the option to pay by Bank Transfer or Credit Card' to the 'Bank Transfer' button.

The amount is then paid directly into your child's **Dinner Money Account**

The screenshot shows the ParentPay confirmation page. At the top, there is a blue header with 'Welcome,' and a shopping basket icon. Below this is a sidebar with options: 'Add a child', 'Active Payment items', 'Historical Payment items', 'Transaction history', 'Add a child', 'View school and caterer', and 'ParentPay support'. The main content area features a green confirmation banner with a checkmark icon and the text: 'Payment successful', 'Cost of items: £3.00', 'Your Parent Account credit is now: £0.00', and a 'View receipt' link. Below the banner, there is a 'Dinner money balance: £3.00' section with the CCHS logo. At the bottom, there are 'Pay for meals' and 'Pay for other items' buttons. Two red arrows point from the text 'The amount is then paid directly into your child's Dinner Money Account' to the confirmation banner and the updated balance section.



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Method 2

If you chose to add a larger amount to your **Parent Account** you can then allocate a certain amount each day or week to your child's meal account or pay for school trips.

The screenshot shows the ParentPay 'Parent Account' interface. At the top, there is a navigation bar with 'ParentPay', 'Home', 'Parent Account', 'Communication', 'Profile Settings', and 'Help'. A 'Logout' button is in the top right. Below the navigation bar is a blue header with 'Welcome,' and a shopping cart icon. The main content area is titled 'Parent Account' and features a sidebar on the left with 'Statements', 'Bank Transfer', and 'Stored cards'. The main area has a 'Statements' section with a date range from '27 Jan 2020' to '26 Feb 2020' and a 'View Statement' button. A red arrow points to the 'Add Parent Account credit' button.

Once there are funds in the **Parent Account** you can then allocate a sum of money to your child's **Dinner Money Account** for them to spend at the cashless payment points

The screenshot shows the ParentPay interface for managing a child's account. The navigation bar is the same as in the previous screenshot. Below the header, there is a 'Welcome,' message and a shopping cart icon. A sidebar on the left includes 'Add a child', 'Active Payment items', 'Historical Payment items', 'Transaction history', 'Add a child', 'View school and caterer', and 'ParentPay support'. The main area displays the 'Dinner money balance: £0.00' and two buttons: 'Pay for Childs' Name meals' (highlighted with a red arrow) and 'Pay for other items'. At the bottom, there are 'View all items' and 'Set up Parent Account' buttons.



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Method 2 - Continued

The screenshot shows the ParentPay interface with a modal window titled "Childs Name - Dinner Money" and "Balance: £0.00". The modal asks "How much would you like to pay?" with an input field containing "£ 1.00" and a range of "Min - £1.00 / Max - £500.00 (set by school)". There are three buttons: "Bank Transfer" (yellow), "Add to basket" (blue), and "Cancel" (grey). A red arrow points from the "Add to basket" button to the basket icon in the top right corner of the page, which has a red notification bubble with the number "1".

After adding **Dinner Money** to your **Basket** you can then checkout.

Go to your basket and checkout.

You can then 'pay' with your **Parent Account Balance**

The screenshot shows the ParentPay interface with a basket containing one item: "Simon - Dinner Money" for £3.00. The "Order summary" shows "Items: £3.00" and "Total: £3.00". Below the summary, it indicates "Pay by Parent Account credit: -£3.00" and "Amount to pay: £0.00". A red arrow points from the "Parent Account" button in the "Pay by" section to the "Parent Account credit" line item in the order summary.



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Method 2 - Continued

The amount is then transferred from the **Parent Account** to the **Dinner Money Account**

The screenshot displays the ParentPay user interface. At the top, a blue header contains the text "Welcome," and a shopping cart icon. Below the header, there are navigation options: "Add a child" (with a plus icon), "Active Payment items" (with a right arrow), "Historical Payment items" (with a right arrow), "Transaction history" (with a plus icon), "Add a child" (with a right arrow), "View school and caterer" (with a plus icon), and "ParentPay support" (with a plus icon). A prominent green notification banner in the center reads "Payment successful" with a checkmark icon, followed by "Cost of items: £3.00" and "Your Parent Account credit is now: £0.00". Below this, a white box shows the "Dinner money balance: £3.00" next to the CCHS logo. At the bottom, there are two buttons: a blue button labeled "Pay for meals" and a yellow button labeled "Pay for other items". Two red arrows point from the text above to the notification banner and the dinner money balance box.

Funds are then available for your child at the cashless payment points.