Topping up Your School Diner Account – Update for Parents June 2016

Parent Pay has changed slightly this week in response to parent feedback. Once you login you will receive a notice that asks you to 'Pay for Items' once you have topped up. This guide will go through topping up and then assigning these funds to your child's diner account.

ParentPay®

Hello, **Tim Harkins** (tim.harkins@shoreham-academy.org)

Notices

Important: To pay for school meals, **click 'Pay for items'** after topping-up My Account

Continue

Step 1 – Topping Up Account

My Account £0.00

ins@shoreham-academy.org)

Top up My Account

Important: To pay for school meals, **click 'Pay for items'** (button below) after topping-up My Account. General guide for parents: **Download**
Watch the video

Tim

Shoreham Academy

Dinner money balance: £15.12

Tim's page   Pay for items

Click on Top up My Account

Step 2 Select or enter amount

My Account £0.00

s@shoreham-academy.org)

Top up My Account

Top up My Account

Top up amount

Please be aware there is a minimum top up amount of £2.00.

- ○ £10
- ○ £25
- ○ £50
- ○ £100
- ○ Other amount

Continue

Select one of the pre-set amounts or enter your own value and then click continue

Step 3 Enter your payment details

Enter payment details

Card type

Visa Credit ▼

Card number

The long number on the front of your card.

Cardholder name

The name displayed on the front of your card.

Valid from (optional)

-- ▼ / ---- ▼

The date your card starts. Find this on the front of your card.

Expiry date

-- ▼ / ---- ▼

The date your card expires. Find this on the front of your card.

Security code (or "CVC" or "CVV")

The last 3-4 digits displayed on the back of your card, or on an Amex card the 4 digits above the long number on the front.
Get help with this?

Remember card details (optional)

☐ Remember my card details for future use

Card nickname

Give your card a nickname so you can easily identify it for future use.

We accept the following cards:

VISA   VISA DEBIT   VISA Electron   MasterCard
Maestro   MasterCard   AMERICAN EXPRESS

Your payment data is protected on this site by Secure Socket Layer (SSL) technology certified by a digital certificate.

> Enter your payment type and details
>
> When done click 'Review and Confirm Payment'

What happens next?
This is step 1 of 3. On the next page you can review your My Account top up amount. We will not process your payment until you click 'confirm your payment' on the next page.

Review and confirm payment

Step 4 – Assigning your funds to the diner account

Important: To pay for school meals, click **'Pay for items'** (button below) after topping-up My Account. General guide for parents: Download
Watch the video

Tim

Shoreham Academy

Dinner money balance: £15.12

Tim's page	Pay for items

> After you have topped up click on 'Pay for items'

Step 5 – Select Diner Account

> To top up the diner select the 'Food at Shoreham Academy Diner'
>
> Click View Details and Pay

Tim's payment items
Shoreham Academy

Payment items

Item	Amount	
Food at Shoreham Academy Diner Payments for breakfast, break and lunch refreshments **Provided by:** Caterlink Catering **Balance:** £15.12	£10.00	View details and pay
2016 Prom (Staff) 2016 Y11 Leavers Prom **Provided by:** Shoreham Academy	£15.00	View details and pay
NSPCC - optioanl charity donation KIPLING chosen charity - NSPCC. All donations received will be sent to the NSPCC **Provided by:** Shoreham Academy	£1.00	View details and pay
RNLI - optional charity donation WELLS chosen charity RNLI. All donations greatfully received and will be given to the local branch of Shoreham RNLI **Provided by:** Shoreham Academy	£1.00	View details and pay

Step 6

Food at Shoreham Academy Diner - Tim

Provided by: Caterlink Catering

Description: Payments for breakfast, break and lunch refreshments

Balance: £15.12

Edit amount   £   10.00

Min - £10.00 / Max - £500.00

Add notes

> Enter the amount you want to allocate to the diner.
>
> Finally Click Pay Now

Pay now   Cancel