IMPORTANT: This letter contains sensitive information and must be managed carefully.

ParentPay Activation Letter for xxxxxxxxxxxxxxxxxxxx   parent/guardian

Dear **parent/guardian**

Pupil: xxxxxxxxxxxxxxxxx   Class: xxxxxxxxx

I hope you are well. We are currently rolling out a project to schools that will enable you to make cashless payments for school dinners. This will mean that soon, payments to schools will be made on-line through 'ParentPay' or through the 'PayPoint facilities located in your local shops and post offices.

Once this has been introduced it will mean that cash payments will no longer be accepted by the school. As a parent/guardian you will have the options to make payment for products, extra paid activities or trips supplied by the school and school meals either;

On-line, through **www.ParentPay.com**

Or, with cash in **PayPoint** stores

Key information

Please activate your account in ParentPay,

If you already have a ParentPay account

If you already have a ParentPay account, either with our school or another ParentPay school, you can simply login to that account and add your other children via the, ***add a child*** button on your home page. You will need the activation ***username*** and ***password*** below to do this.

Before entering the codes below, please check that this letter is correctly addressed to the child you need an account for.

 *username***: RYXIMXUF   *password***:   a66148459   (for example use only).

New to ParentPay?
How to activate your ParentPay account

1.   Go to **www.parentpay.com**

2.   Type in the username and password provided above in this activation letter, please be sure not to confuse the letter I (for Indigo) with the number one (1) and the number 0 (zero) with the letter O (for Oscar). The user details are case sensitive and for one-time use only. They will become invalid after the account has been activated.

3.   Check the details are correct and enter the date of birth for your child and click *confirm.*

4.   Follow the on-screen instructions to successfully activate the account. You will need to enter the child's name, an up-to-date email address and select a password for the account (your email address will become your username). Please read the ParentPay terms and conditions and click in the box to accept at the bottom of the page then click *Activate account.* You can add multiple children to the same ParentPay account using the *add a child* button on your home page. Add this address to your contacts in your email **platform@parentpay.com**

A verification email will then be sent to you the user. You will need to click on the link within the email to complete the process and access your account. Once verified this activation letter can be destroyed.

If you need any assistance with setting up your account please contact the school's meals service via the email below;

E-mail: schoolmeals@wrexham.gov.uk   or   **telephone** –   01978 315 644

Yours sincerely,

Simon Roberts – Head of Service Assets

Please note –if you are unable to make payment using the ParentPay website you can still make payment at PayPoint shops where you will need to scan the bar code below. You will need a separate barcode for each child and please allow up to 48 hours for your account to be credited via the PayPoint network.

9826157660144248516