



ELLEN WILKINSON Primary School

Wednesday 20th September 2017

Dear Parents/Carers

An easier way for you to make school payments

Please find attached details on how to set up your +Pay on ParentMail – an online payment service which allows you to pay for school items on your smartphone, tablets or computer.

You are able to use this facility to pay for your child's school trips, breakfast club and after school clubs. **Please note that from January, Breakfast Club & after school clubs can only be paid for using this method.**

You will shortly be sent out an email to start your registration; alternatively if you have an Android or Apple smartphone we would highly recommend you download the free ParentMail App. To do this, simply search for "ParentMail" in your App store.

If you have any issues or queries with the process, please contact Janice Connor in the school office who will be happy to help you.

Thank you.

Yours sincerely,

Sue Ferguson

Headteacher



Welcome to your PMX Account. We hope you are going to love the upgrades we have made and all the different things you can now do with your ParentMail account.

Registering your ParentMail account can be done in just 5 easy steps!

Step 1: Receiving the registration email



Hello Tony, Cherry Tree Primary School have added you as a parent on ParentMail.

Click the link below to verify your account

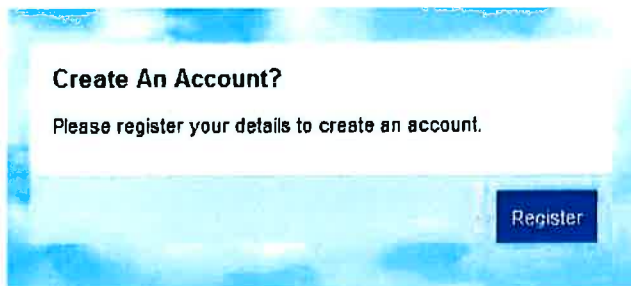
[Verify my account](#)

If you have received this email, click Verify my account.

If you haven't received this email, please contact the school and ask them to resend the registration. This email will expire after 7 days. Please note, the email could also be hiding in your junk and spam, so please log in directly to your inbox rather than using a supporting APP, so that you can check all possible folders.

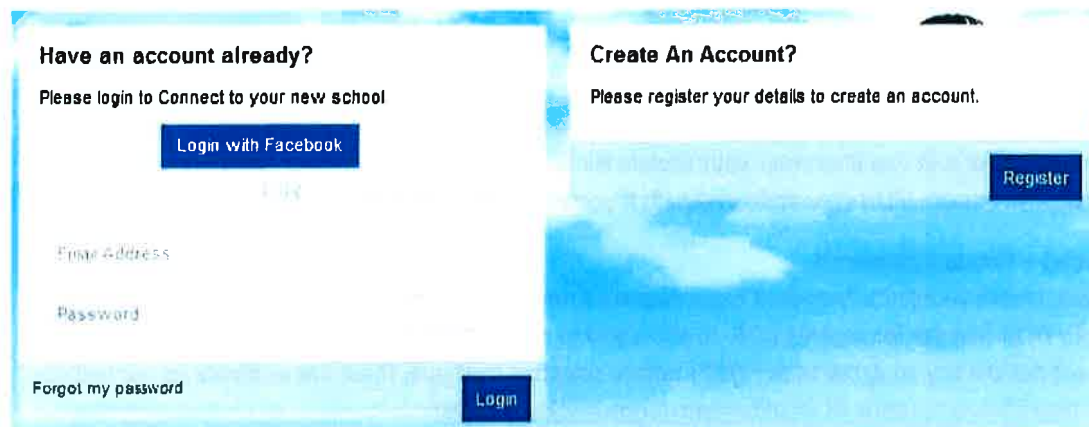
Step 2 – Register your account

Once you have clicked 'Verify my account' you should see this window:



Click **Register**.

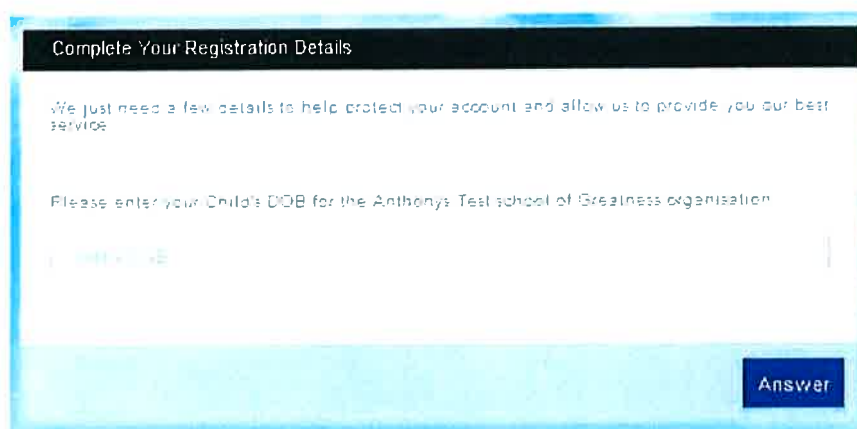
You should now be presented with this screen 'Have an account already?' This section is only if you have had a PMX account before. If you are not sure, please select **Register** in the **Create an Account** box.



The screenshot shows a user interface with two main sections. On the left, under the heading 'Have an account already?', there is a prompt 'Please login to Connect to your new school'. Below this is a blue button labeled 'Login with Facebook'. Further down are input fields for 'Email Address' and 'Password', and a 'Forgot my password' link. At the bottom right of this section is a blue 'Login' button. On the right side, under the heading 'Create An Account?', there is a prompt 'Please register your details to create an account.' and a blue 'Register' button.

Step 3 – Your child's DOB

You will now be asked for your Childs DOB. (If you have multiple children at the school please enter your eldest child's DOB) If you receive an error message saying invalid, please check the DOB is correct and try again. If you are still getting an error message, please contact the school and ask them to check what DOB they have for your child on ParentMail.



The screenshot shows a form titled 'Complete Your Registration Details'. Below the title is a message: 'We just need a few details to help protect your account and allow us to provide you our best service'. The main instruction is 'Please enter your Child's DOB for the Anthony's Test school of Greatness organisation'. There is a large text input field for the date of birth. At the bottom right of the form is a blue 'Answer' button.

Step 4 – Your details

Once you have entered the correct DOB you will then be asked to enter your details. We have broken this down into three sections for you. First of all enter your Title, Forename, and Surname. Please note - you can use your preferred name.

A screenshot of a registration form. The form has a white background with a light blue border. On the left side, there are four vertical blue bars. The text 'Name' is at the top left. Below it, 'Miss' is written in a smaller font. Below that, 'Tony' is written. At the bottom left, 'Perkinson' is written. On the right side, there is a dropdown menu with a small square icon containing a downward arrow.

Next are your contact details. The only mandatory field here is your **Email Address**; however, we would advise that you also enter your **Mobile Number** just in case the school need to contact you urgently. You can fill in your address details if you wish, although this information is not mandatory.

Step 5 – Create a password

Next, create yourself a **Password** (your password must be at least 6 letters and 1 number) then enter your **DOB**. We ask for parents **DOB** to allow you to reset your password easily if you forget it. You must tick the box to agree to our T&C's before selecting continue, these are available on our website at <http://www.parentmail.co.uk/parent-terms-and-conditions/>

Please note, If you are using ParentMail on your phone, you may need to download an app so that you can open attachments. To download these apps [click here](#).

Congratulations! You have successfully registered your account!

For help logging into your account [click here](#).

If you have questions about your account [click here](#).

If you have questions about inputting your details into ParentMail [click here](#).

If any of the registration process isn't loading, it may be that you need to adjust the settings on your smartphone or computer. For instructions on how to do this, [click here](#).