


## Parent Pay – How to Make Payments

The two main ways to pay for items on Parent Pay, is to pay using a debit or credit card or to pay using one-click payments. Please see below:


### To pay using a debit or credit card:

#### Pay using a debit or credit card

If you prefer to add all purchases to a basket before paying for them using One-click payments or want to use a debit or credit card for payment, use the following process.

1. Complete steps 1-4 above for each purchase.
  2. Select **Add to basket**.
  3. Once you have completed adding items, select the basket icon .
  4. Review your purchases (edit or delete items where appropriate).
  5. Select **Proceed to checkout** when ready.
  6. Either
    1. Select **Pay by One-Click Payments**.  
(You will be asked to set this up if you have not previously done so, see [\[VIDEO\] How to set up One-click payments](#) for more on how to do this)
    2. Review and confirm to complete the transaction. The payment will be taken directly from your bank account (normally within three working days).
    3. You will receive an onscreen confirmation summarising your purchase, and you will be advised when the payment will be taken from your bank. This will also be sent as an email.
- or
1. Select **Other payment method** to use a debit or credit card.

2. Enter your card details.

 Secure checkout


Your payment information


Card number

Cardholder name

Expiry date

 / 

CVV 

 [Why we need this information](#)

**Review payment**

[Cancel](#)


3. Select **Review payment**.
4. Confirm the payment if you are happy to proceed.
5. You will receive an onscreen confirmation message once complete.

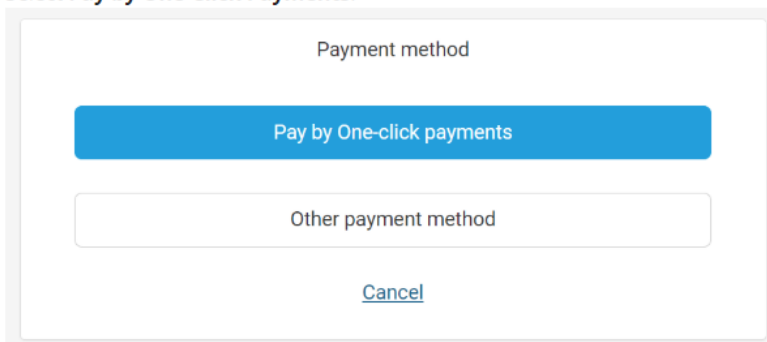
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### To pay using one-click payments:

#### Pay using One-click payments

1. Log in to your ParentPay account.
2. Select the Menu Icon  then **Payer Dashboard > Active Payment Items**. (If you are using a desktop **Active Payment Items** is accessible from the side menu.)
3. Choose **View** against an item that you wish to purchase.
4. Complete any required fields (e.g. amount to pay, number of items to purchase, etc.).
5. Select **Pay by One-Click Payments**.



(You will be asked to set this up if you have not previously done so, see [\[VIDEO\] How to set up One-click payments](#) for more on how to do this).

6. You will receive an onscreen confirmation summarising your purchase, and you will be advised when the payment will be taken from your bank. This will also be sent as an email.
7. Repeat steps 2-5 for each item that you need to purchase.

### For further help and guidance about making payments on Parent Pay and to access instructional videos please click on the link below:

[How to Make a Payment – Parent Support](#)

Or navigate to: <https://parent-support.parentpaygroup.com>