

Paying for Meals/Items/ParentPay

Whilst studying at Long Road Sixth Form College, you may wish to purchase items from the College or sign up for a trip. Our method for collecting payments at the College is via the online system ParentPay. Once your account has been activated, you can make online payments. Using ParentPay, you can make payments for college items such as:

- Dinner Money
- College Services Fee
- Print Credits
- Books and other Course Resources
- Trip payments and Consent Information
- Starter packs
- Locker Deposits
- Equipment Deposit
- Replacement ID Cards

ParentPay, a secure website that offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week - safe in the knowledge that the technology used is of the highest internet security available. Making a payment via debit/credit card is straightforward and ParentPay holds an electronic record of your payments to view at a later date. There are no card details stored in any part of the system.

If you have any queries relating to ParentPay or any other finance issues, then please do not hesitate to contact us:

- E-mail: financialsupport@longroad.ac.uk
- Phone 01223 631141/631142

Starting Off

Activation Codes and Passwords will be sent to the next of kin e-mail address week commencing 22nd August 2022. Once received, please activate your account and pay your College Services Fee (See Page 11) and any other items required for your chosen studies.

To log on to ParentPay and change your password (strongly recommended) please follow the Quick Guide below.

Quick Guide

Visit www.parentpay.com and click on **Login**. Type the username and password sent in your activation email into the boxes on the Login screen. Click **Login**

Important Note:

If you already have an activated ParentPay account or receive notification that the e-mail address you have entered has already been used, simply log in to your existing account, click '**Add a Child**' and enter the activation codes included in your ParentPay activation e-mail (further instructions below).

Already have a ParentPay account?

To add a child to your account:

Go to www.parentpay.com and log in to your existing activated ParentPay account. Select the **Add a child** icon from your home page.

Enter the activation codes provided to you by Long Road Sixth Form College. These must be entered **exactly** as provided. Click **Search**.

Ensure the details displayed are correct for the child you wish to add to your account and select **confirm merge**.

Please note: *If the details shown are not correct for the child you wish to add to your account, please inform us immediately. You should not continue to add the child to your account.*

Help and support on how to use ParentPay is available on the ParentPay website:

www.parentpay.com/parent-account-faqs.

