



Registration

Already using payments within My Ed?

If you are already using your My Ed app with your school to pay for your child, you will not need to register again – You can proceed to signing straight into our app. If you do not have a mobile device, you can register online on your computer, through a web browser. You can also pay for items via a web browser by logging in at <https://pmx.parentmail.co.uk>.

New Users

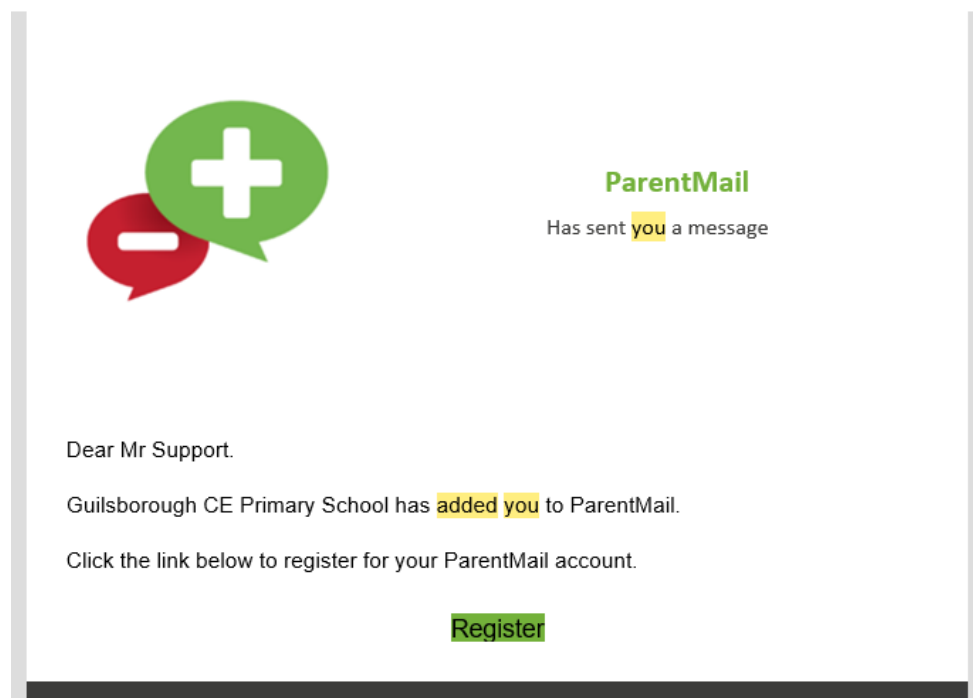
For those users who have never used the payment facility before, you will receive a registration email from ParentMail (info@parentmail.co.uk) to the address your school holds for you.

You will need to follow the guidance here and register as a new user. Please see the below for a PDF walkthrough of how to register as a brand-new user:

[How to register on ParentMail as a new user – PDF Guidance](#)

ParentMail Registration Email

The email will look like this, and the subject will be **'[Your school name] has added you to ParentMail'**. You can follow the green **'Register'** link in your email to complete registration.





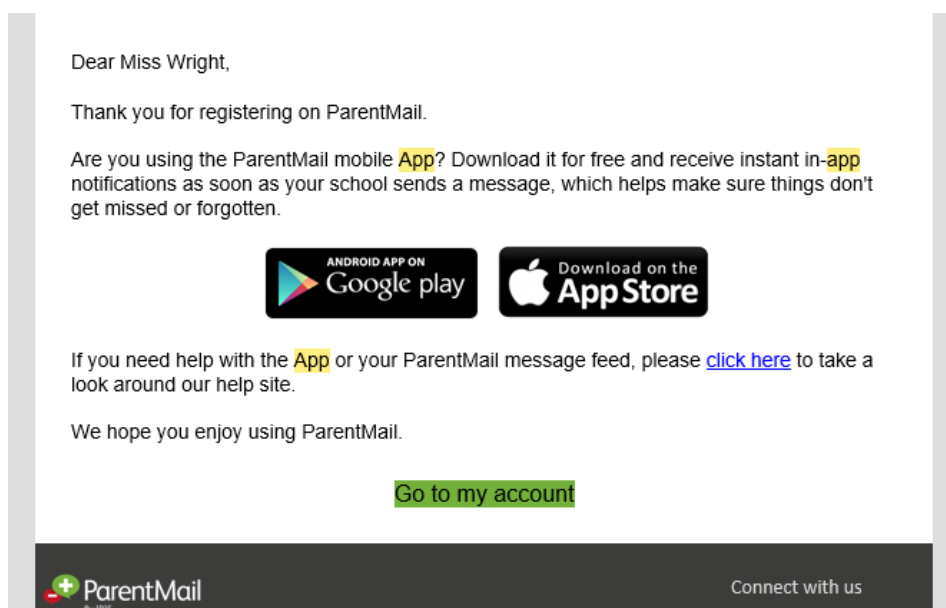
ParentMail App

Are you an Android user, or an iPhone user?

We have a different app for each device type, so please read on below for how to download the app.

Downloading our App

If you have just registered with us, you will get a further email subject '**ParentMail Account – Next Steps!**' with a link to download the app on the Apple App store, or Google Play.



If you have not received this email, don't worry. You can just simply search for '**ParentMail**' in the Apple App Store, or Google Play store to find us, and download here.





Logging In

Accessing the ParentMail App


Now you have downloaded the app, you'll need to re-enter your email address and password here – You'll recognise this screen from the My Ed app, which you previously accessed through the '**My Students'** tab.


You will need to re-enter your email address and chosen password you registered with in the input boxes. If you have forgotten your email, your school can confirm this for you.


Forgotten Password

If you have forgotten your password, no problem – Simply click on '**Forgotten Password'** when opening your app and enter your email to generate a reset email, so you can quickly create a new password to log in with.

giffgaff 13:54 33%



 rachel.wright@parentmail.co.uk

 Password

Login

[Forgotten Password](#)

To Register: Please follow the link in the email or text you received from your school or club, or request a link from them.

[Help](#)

Version: 2.9.5

Pin

After logging in for the first time, you'll be asked to set up a four digit pin for next time you log in – You can make one up, or click '**Skip'** on the top right to just use a password.



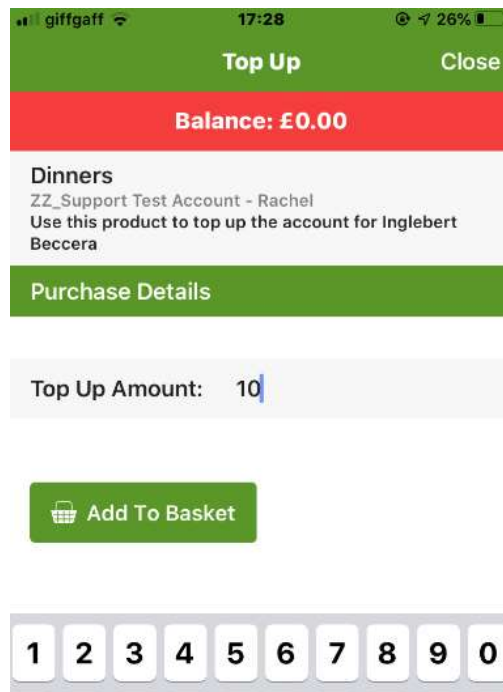
Payments in ParentMail

Payments (Accounts)

If you can pay for your child's dinners through ParentMail, the '**Accounts**' section will let you select which child's dinners to pay for. You will be presented with a list of your students you may top up with.



If you select your student here, you'll be able to top up their dinner account with money for the upcoming days at school to allow them to purchase meals and drinks, or book clubs if your school has set this up. You will then be able to select the amount and proceed to checkout.





Payments in ParentMail

Payments (Shop View)

Your '**Payments**' section is made up of four sections:

To Pay – Items your school has set as compulsory, invoices, and items close to the due date.

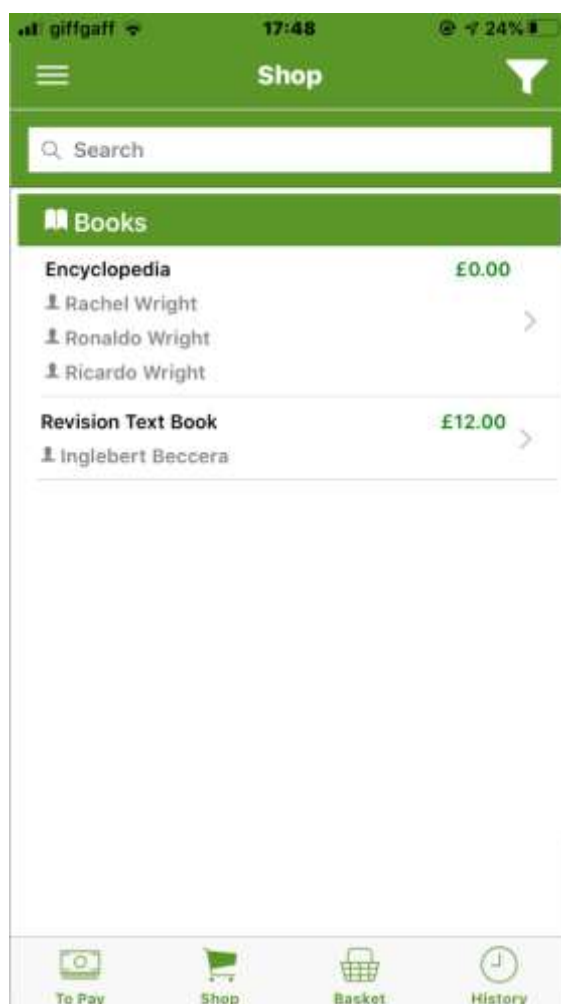
Shop – General items you can buy at your leisure which are normally optional.

Basket - View items you have added to your basket you intend to pay for

History – View all the purchase history for your students.

In the '**Shop**' view, simply select an item to purchase it.

Your school may let you pay instalments, or a partial amount. Your school will also allow you to pay via a debit or credit card, and other payment options include online barcodes (PayCash) and PayPal.





Payments in ParentMail

Payments (To Pay)

Your '**Payments**' section is made up of four sections:

To Pay – Items your school has set as compulsory, invoices, and items close to the due date.

Shop – General items you can buy at your leisure which are normally optional.

Basket - View items you have added to your basket you intend to pay for

History – View all the purchase history for your students.

In the '**To Pay**' view, simply select an item to purchase it.

Your school may let you pay instalments, or a partial amount. Your school will also allow you to pay via a debit or credit card, and other payment options include online barcodes (PayCash) and PayPal.

