

Creating a Secondary Payer Account

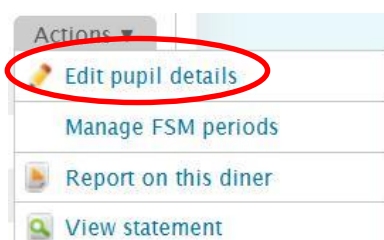
Recognising that families can change, ParentPay gives schools the ability to create secondary payer accounts for a child.

Both/all parents/carers are then able to make payments for the child if they request to.

To create a Secondary Payer Account go to **People > Pupils and staff**



- **Group 1:** Select pupil
- **Group 2:** Use the drop down to select the year group/class to find the relevant pupil
- Click **Search**
- Locate the pupil and go to **Actions > Edit pupil details**



- Scroll down to the Contacts section and click on **Add new contact**

| Contacts | | |
|-------------|-------------|-----------|
| Name | Type | Actions |
| Mrs Darling | Key contact | Actions ▼ |

Add new contact

- You will need to Complete the **Title, Forename, Surname** and **Email address** fields in order to create a Secondary Payer Account

| | |
|---------------------------------|---|
| Profile data: | |
| Title | <input type="text" value="Mr"/> |
| Forename | <input type="text" value="B"/> |
| Surname | <input type="text" value="Darling"/> |
| Email | <input type="text" value="darlingmrb@emailprovider.com"/> |
| Sub-Dwelling (Apartment number) | <input type="text"/> |

- You will also need to select a **Username** and a **Password** for the account. The user will be able to amend these once they activate their account.

| | |
|---------------------------------------|--|
| Username | <input type="text" value="darling987654"/> |
| Change password: | |
| Old password | <input type="text"/> |
| New password | <input type="password" value="....."/> |
| Confirm password | <input type="password" value="....."/> |
| <input type="button" value="Cancel"/> | <input type="button" value="Save"/> |

- Click **Save**
- Click **OK**

Your Secondary Payer will be displayed. You will need to provide the activation details to the Secondary Payer to ensure they can activate and access their account.

| Contacts | | |
|-------------|-------------|-----------|
| Name | Type | Actions |
| Mrs Darling | Key contact | Actions ▼ |
| Mr Darling | Secondary | Actions ▼ |