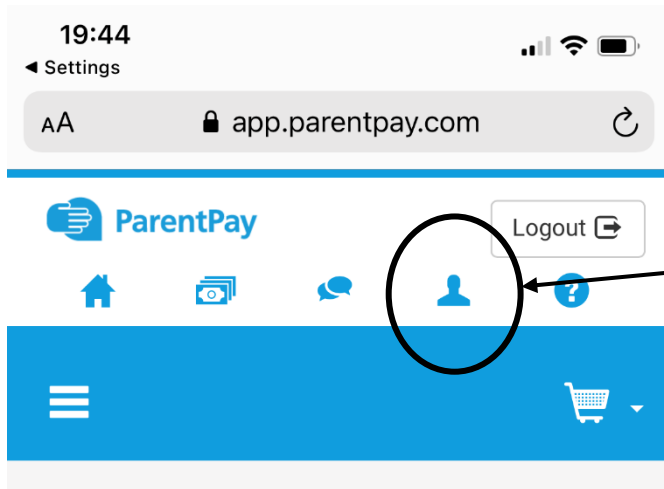
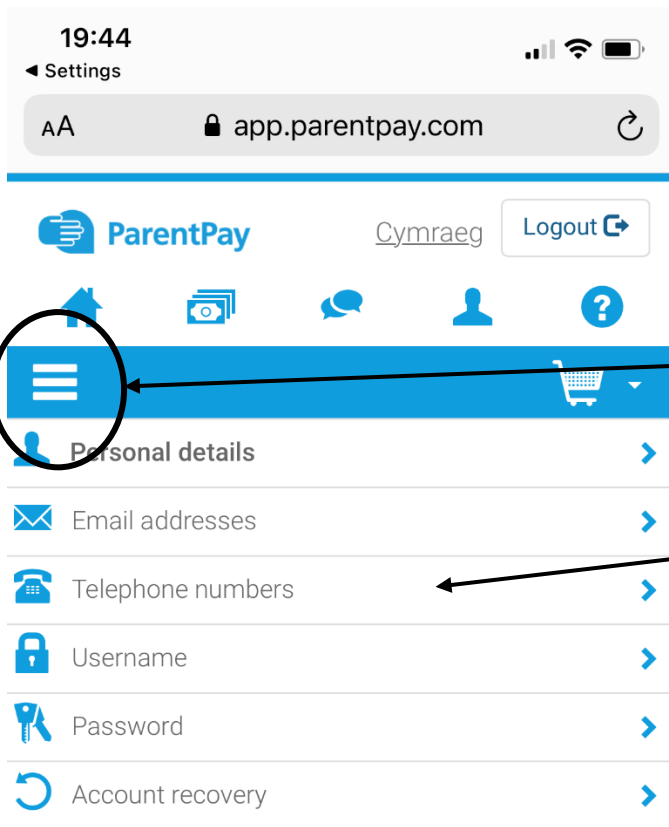


In order to receive text messages from school, you will need to add your mobile number to your ParentPay account. Instructions for this can be seen below.

On a mobile phone:



Click here to alter profile settings.



Click here to expand the options

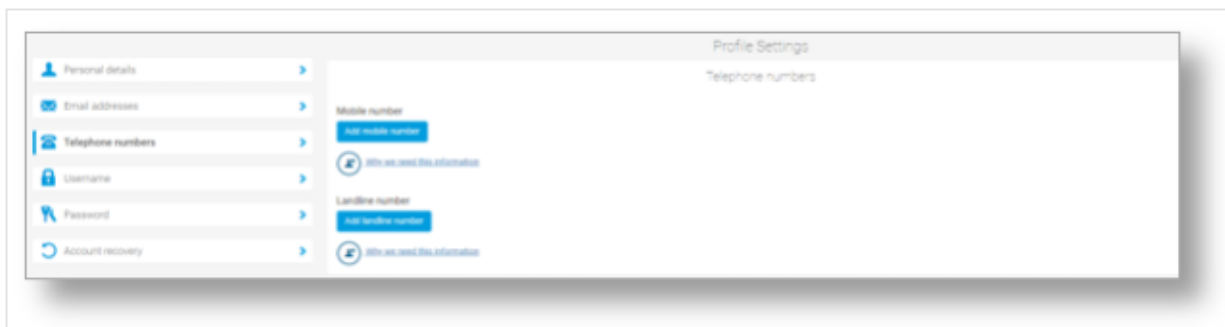
Then click here to add or change your mobile phone number:

Follow the instructions on the next screen to add a mobile number.

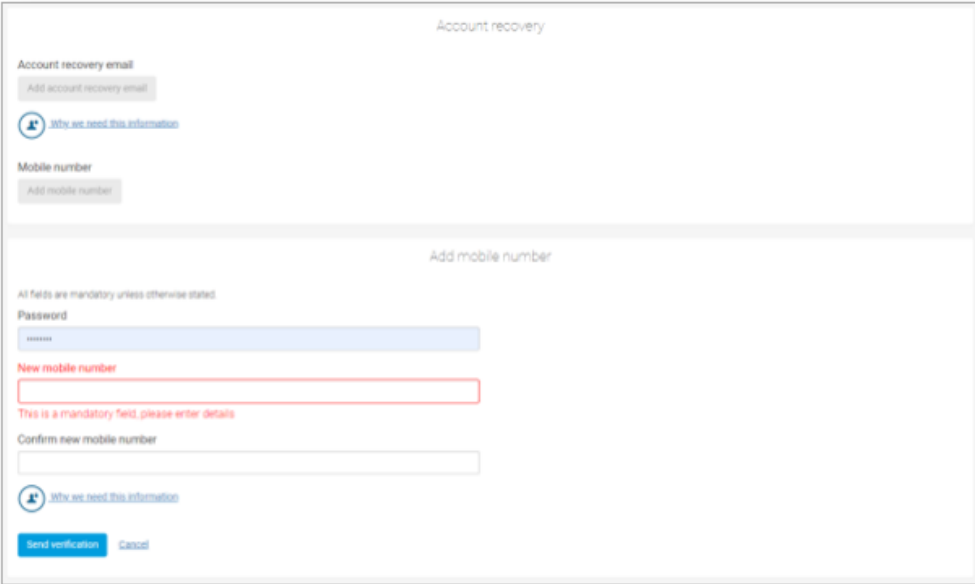
On a laptop:

Login to www.parentpay.com

1. Go to **Profile settings > Telephone numbers**



2. Select **Add Mobile number**



The screenshot shows the 'Add mobile number' form. It includes a 'Mobile number' section with an 'Add mobile number' button and a 'Why we need this information' link. Below this is a 'Password' field, a 'New mobile number' field (highlighted in red with the error message 'This is a mandatory field, please enter details'), and a 'Confirm new mobile number' field. At the bottom, there is a 'Send verification' button and a 'Cancel' link.

3. Enter the account password

4. Enter the new mobile number

5. Enter the new mobile number again in the **Confirm new mobile number** box

6. Select **Send Verification**

The payers will automatically receive a registration PIN in order to register the mobile – if they do not register their mobile, they will be unable to receive automated SMS text alerts from ParentPay.

Payers do not need to have registered their number in order for the school to send them SMS text messages – **you do still need to follow all of the other steps above.**