

## 1. Are you registered?

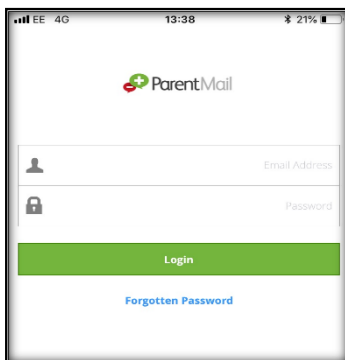
Your school will have sent you a registration link that looks like this:



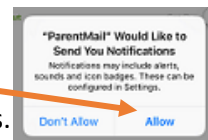
- Click 'Register'.
- Click 'I don't have a ParentMail PMX account'.
- Check your details are correct and create a password.
- Now click 'Complete Registration'.
- Success! You have created your ParentMail account!

- ❖ If you have already registered previously, you will click 'I already have a ParentMail account' and enter your details.

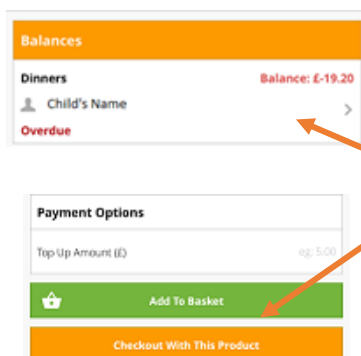
## 2. Download the App!



- Open the Appstore/Playstore on your phone and search for ParentMail.
- Download the app and open it on your phone.
- Enter in your email, and the password you created.
- Allow notifications.
- Create a 4-digit pin as your app login details.



## 3. Topping up your child's dinner money!



- Click on to the 3 lines ☰ top left within the app.
- Click on to Payments.
- Click on to your child's name.
- Enter the amount you want to top-up and click 'check out with this product'.
- Choose your payment method and complete purchase.

- ❖ Your child's daily dinner cost will be deducted from their overall balance when they have a school meal.
- ❖ You will receive a reminder when their balance is low.
- ❖ Other items may also be available for you to purchase by clicking on the 'Shop

