

PARENTMAIL - USER GUIDE

ParentMail provides information to parents relating to their children and their school from just one account. Parentmail has been designed to enable parents to manage school communications, make payments, book appointments and much more. This effective application is convenient and so easy to register and use

1. Are you registered?

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

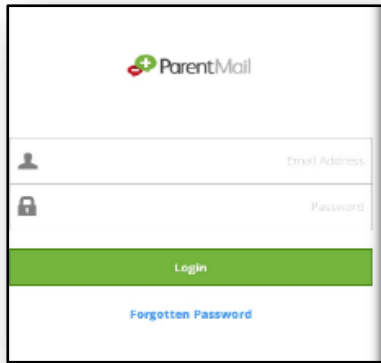


- Click 'Register'.
- Click 'I don't have a ParentMail PMX account'.
- Check your details are correct and create a password.
- Now click 'Complete Registration'.
- Success! You have created your ParentMail account!

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'.

