



Pay online for

- School meals
- Trips and other items

## Activation Guide

[www.parentpay.com](http://www.parentpay.com)

# Activation Guide

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ParentPay online payments system is accessed through mygovscot / myaccount.

Please note the accounts that this guide will instruct you to create are your own personal accounts as the parent/ carer/guardian and as such your own details should be used unless prompted to enter details relating to your child/ children.

Follow the steps below in order to access your **ParentPay** account:

## Creating and/or accessing your mygovscot / myaccount:

1. Please go to <https://signin.mygovscot.org>

You will be presented with the following page:



Please take this opportunity to review the *what is myaccount?* section. This will provide you with a description of the service and answer the most frequently asked questions you may have.

2. **If you have an existing mygovscot / my account**, please **click** the ***Sign-in*** button to the top right hand side of the page and enter your existing mygovscot / myaccount username and password. If you are having trouble signing in please use the ***Forgot password?***, ***Forgot Username?*** or ***Need Help?*** buttons towards the bottom of the page.

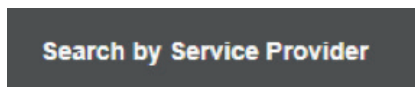
**If you do not have an existing mygovscot / my account**, please **click** the ***Get started now*** button in the centre of the page and follow the instructions to create your account

- Select the registration method that best suits you
- Complete the ***About you*** page and click ***Next step >>***
- Complete the ***Your address*** page and click ***Next step >>***, if not automatically redirected
- Complete the ***Confirm your details*** page by:
  - ticking the box to indicate you have read, understood and agree to the terms and conditions
  - Confirm your details are correct by clicking ***Yes, my details are correct***
- The ***Additional information*** page is optional, to progress click ***Complete Registration >>***
- You will be sent two emails to your nominated email account. One email confirms your username and the other provides a one-time password to use for your initial log in. Please access these emails and use the one-time password to sign-in. You will then be prompted to change your password to something more meaningful. Please note the password requirements to the right hand side of the page.

3. **Once registered or signed into mygovscot / my account** you will be presented with your default My Account page. From here you will need to **click the *My Services*** button which is located on the top left hand side of the page on the blue banner.



4. You will then be presented with a page that allows you to search for services. Please **click the *Search by Service Provider*** button.



5. You will then be presented with an alphabetical list of all service providers. You can either **click the 'I'** of the alphabet along the top of the page which will return only those service providers beginning with that letter or you can **scroll down until you see Inverclyde Council.**

## Inverclyde Council (1)

Please note, at the time of producing this guidance Inverclyde Council are live with one service, ParentPay, however over time more services will be added and your mygovscot / myaccount will act as your single sign in portal to access these services.

6. **Click on *Inverclyde Council*** and you will be presented with a page displaying the services that are available.
7. Select ***Inverclyde Council – Online School Payment.***

8. You will then be presented with the **Service Details** page which confirms various details about the service as well as confirming the details that may be shared between mygovscot / myaccount and ParentPay. To progress **click** the **Apply Now** button to the bottom right hand side of the page.

**Apply now**

9. You will then be presented with a page that allows you to link your mygovscot / myaccount to your ParentPay account. **Follow the instructions on screen** to enter the details from your activation letter. Once complete **click** the **Link accounts** button at the bottom left hand side of the page to link your accounts.

Link your accounts

**Please note:** If this is the first time you have used ParentPay, please enter the codes from the activation letter received from your school.

To link your mygovscot myaccount and your ParentPay accounts please enter your ParentPay login details here.

**Email/Username**

**Password**

[Forgotten your password?](#)

[Back](#)

10. You will be asked to confirm your consent. **Click *Accept*** to continue.

**Consent**

Do you agree to share your information with  
**ParentPay**

[View your information](#)

Note: You can change your mind any time in future  
from your myaccount profile

11. You will then be presented with confirmation that you have successfully linked your mygovscot / myaccount to your ParentPay account. Click the **Continue to ParentPay** button.

You have successfully linked your mygov.scot myaccount and ParentPay. You can now use either your mygov.scot myaccount login or your ParentPay login details to access ParentPay.

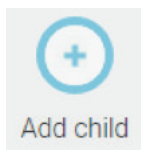
Continue to ParentPay

Once you have activated your account, you will be able to make online payments straight away.

### Linking multiple children to a single *ParentPay* account:

If you have multiple children you will need to nominate one as your main account and link the other accounts from here.

1. Log on to your mygovscot / myaccount and ParentPay account to access your account's homepage
2. Click the **Add child** button to the top left hand side of the page.



### 3. **Enter** the username and password provided in the activation letter for the additional child

1. If currently logged into more than 1 account, please log out of **all accounts**

Next, log back in to **the account you wish to continue using**; this username and password will remain active

Return to the **Add a child to your account** page

2. You will either have Username and Password or Account activation codes for the account you are adding

Enter these below, and click **Search**

3. Click **Add to my account** to confirm

Activation code 1 / Username:

Activation code 2 / Password:

### 4. **Click *Search*** to confirm the child's details

### 5. **Click *Add child to your account*** to confirm

Repeat the steps 2 – 5 to link all your child accounts.

If you encounter any issues please contact the school office or refer to:

**[www.parentpay.com/parents/using-parentpay/help-and-support](http://www.parentpay.com/parents/using-parentpay/help-and-support)**

“ **A convenient way to pay**

Parents can now book and pay securely online for a range of items using a debit/ credit card or through PayPoint.

Paying online - **at a time and place that suits you** - gives you the peace of mind that comes with knowing that your money has reached the school safely.

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