Our Lady of Peace Catholic Primary and Nursery School
'With Christ in our hearts, together we grow'
Headteacher: Mrs J O'Keeffe

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Tel: 01628 661886

How to activate your account

Before you can activate a ParentPay account, you will need the details on the activation letter which has been sent home with your child. If you don't have this, please contact the school directly via parentpay@olopprimary.co.uk to request a copy.

1. Go to www.parentpay.com or enter via our school website under parent info, parent pay.
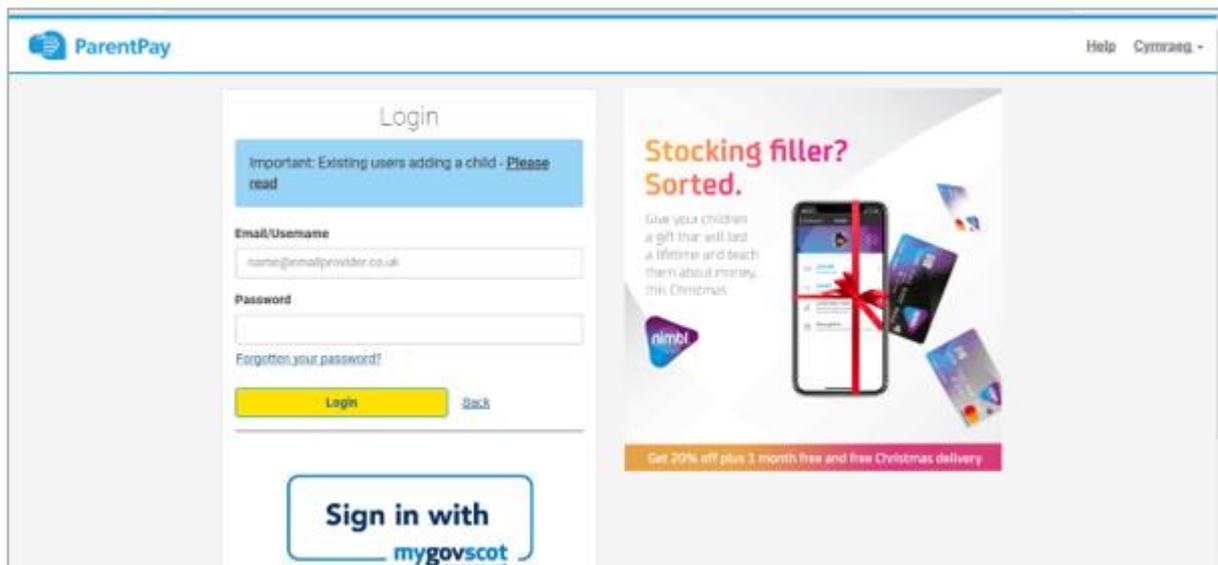
2. Type in the username and password provided in the activation letter from school, be sure not to confuse the letter l (for lima) with the number one (1) and the number 0 (zero) with the letter o (for oscar).

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NB The user details are case sensitive and for one-time use only. They will
become invalid after account activation
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Link person to your account

The following name has been associated with the details entered:

Christopher Birch

Name not recognised?

Enter the date of birth of the person named above to verify this account.

| DD ∨ | MMM ∨ | YYYY ∨ |

[Confirm]   Cancel

3. Confirm the details are correct and enter the date of birth for your child and click *Confirm*

IMPORTANT: Existing users adding a child - DO NOT CONTINUE Please read

All fields are mandatory unless otherwise stated

Personal details

Title

Please choose a title ∨

First name:

Last name:

Email address

Username email:

Confirm username email:

Password

Password:

Passwords must contain between 6 and 20 characters, at least one letter and one number and are case sensitive

Confirm password:

☐ I confirm that I have read, understood and agree with the ParentPay terms and conditions and privacy notice

[Activate account]

Why we need this information

4. Follow the on-screen instructions to successfully activate the account. You will need to enter in their name, an email address and select a password for the account (your email address will become your username)
Read the ParentPay terms and conditions and click in the box to accept at the bottom of the page then click *Activate account.*
5. A verification email will be sent to the user. They will need to click on the link within the email to complete the process and access their account.