



Mr & Mrs A Sample  
Sample Road  
Bishop's Stortford  
Herts  
CMSample

03/12/2009

Pupil: A Sample: 11S

Dear Mr & Mrs Sample

We are pleased to inform you that from January 2010 we will be able to accept **Debit Card** payments online for school trips and events. This process is facilitated by a secure website called ParentPay.

We are hoping that everyone will benefit considerably from this new facility. ParentPay is easy to use and you have the freedom to make payments whenever you want, 24 hours a day 7 days a week. You have a secure online account, with a unique user ID and password as detailed below.

**Username: XxXxxxx**

**Password: 2222222**

Please remember both Username and Password are case sensitive and watch out for o (as in orange) and 0 (zero) and l (as in letter) and 1 (the number one). Please call St Mary's finance department if you have any problems.

#### Getting started with ParentPay

1. 'Login' to [www.parentpay.com](http://www.parentpay.com)
2. Enter your username and password (as below)
3. Go to 'Profile' and change your username and password to something that you can easily remember.
4. Register your email address on the 'Profile' page so we can send you receipts and reminders
5. Go to 'Items for payment' and select which items you wish to pay
6. Follow the simple online instructions to complete your transaction
7. To view payments that you have made click on 'History'
8. Remember you can merge accounts of 2 or more children.

ParentPay requires the finance department to attach activities to specific pupils, please call finance if the payment you require does not show on your screen and they will endeavour to help.

Making a payment is easy and simple. No card details are stored in any part of the system. Your account is active and you can make online payments straight away.

Yours sincerely

Mrs C Chapman  
Bursar

"The school is helping students reach standards that are well above national averages...students show far more enjoyment of school than is common" (Ofsted 2007)

