## How to Find and Pay for Trips and Other Payment Items in Parentmail

Log into Parent mail either on a browser at <u>https://pmx.parentmail.co.uk/#core/login</u> or on the app, and you will see screen below. If you are using the app on your phone, click the 3 lines at the top left of the screen at any time to access the left-hand menu shown below:

	Lut	Emails	mails		
	Furze Platt Senior School	RUMA	Tonight: PTFA Meeting and 200 Club Draw 7.30-8.30pm Puzze Plat Senior School * 🖨	Oct 17 2022, 09-35	>
~	Emails 44	***	School Newsletter		
æ	I SMS	FURT	Furze Platt Senior School	Oct 14 2022, 16:24	2
۰	Forms		Colored Manual Mar		
8	Accounts	FURTIES	Forze Platt Senior School	Oct 07 2022, 15:08	>
•	Payments	4.4	School Newsletter		
$\otimes$	Absence	RUNA S	Fuzze Platt Senior School	Sep 30 2022, 15:10	>
*	Starred	4.4	School Newsletter		-
4	Unread	FURFICS	Furze Platt Senior School	Sep 23 2022, 15:23	>
Û	Archived	REAL	NON-UNIFORM DAY - FRIDAY 23RD SEPTEMBER		
4	Announcements		A Carlor Perior School	Sep 20 2022, 12:46	>
	Manage Organisation	RUME	School Newsletter and Parent Governor vacancy information		
¢	Settings		* 🖻	Sep 16 2022, 15:08	2
?	Help	Let the	Bank Holiday Monday 19th September for the funeral of Queen	n Elizabeth II	

Click on the 'Payments' menu item:



Click on 'Shop' icon at the bottom of the screen:



A list of trips and other payment items available to your child will appear. In this example there is only one, but you could see several. Click on the trip name:

ELLER THE A	Shop	٣
PLATT (5	Q Search	
Furze Platt Senior School	Trip	
ビ Emails 🛛	GC SE Drama Theatre Trip: Blood Brothers	£35.00
🗭 SMS 🛛 💈	E Nina Ashwell	>
Forms		
Accounts		
Payments		

Click the 'Pay Now' button if you just want to pay for this one item or 'Add to Basket' if paying for several things:



Click 'Checkout':

Lut		Basket		
PLATT		Items in Basket		
Furze Platt Senior Sch	lool	GCSE Drama Theatre Trip: Blood Brothers		£35.00
🗠 Emails	44	Quantity	1 -	× REMOVE
🗭 SMS	2			Total: £35.00
Forms				🚍 СНЕСКОИТ
Accounts				

Select your payment method of choice and follow the instructions to complete the transaction. Please note that Paypal and debit/credit card should update almost immediately, but PayPoint PayCash may not update your account on ParentMail until the next day.

Ly L	← Checkout	
	Payment Methods	
Furze Platt Senior School	PayPal	>
ビ Emails 📫	VISA 📥	>
📼 sms 🛛 🛓		
🗐 Forms	PayCash Vollmeens	2
Accounts	1 x GCSE Drama Theatre Trip: Blood Brothers	£35.00
Payments		Total: £35.00
Absence		