How to Find and Pay for Trips and Other Payment Items in Parentmail
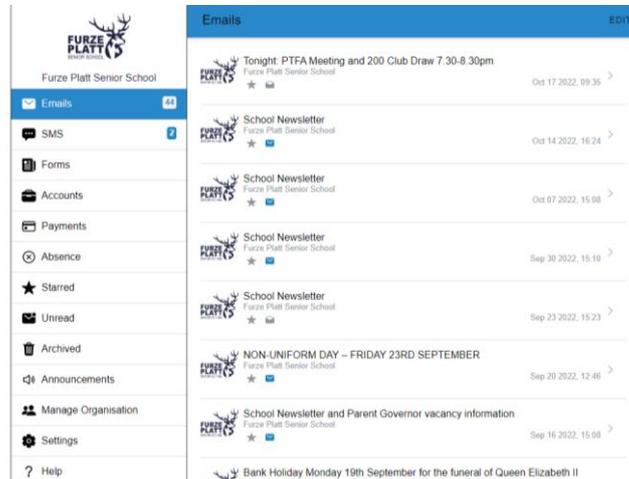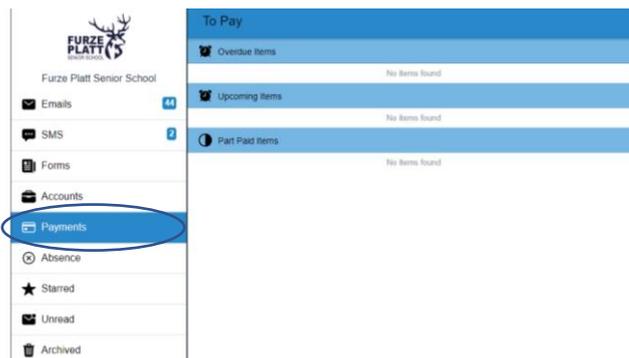
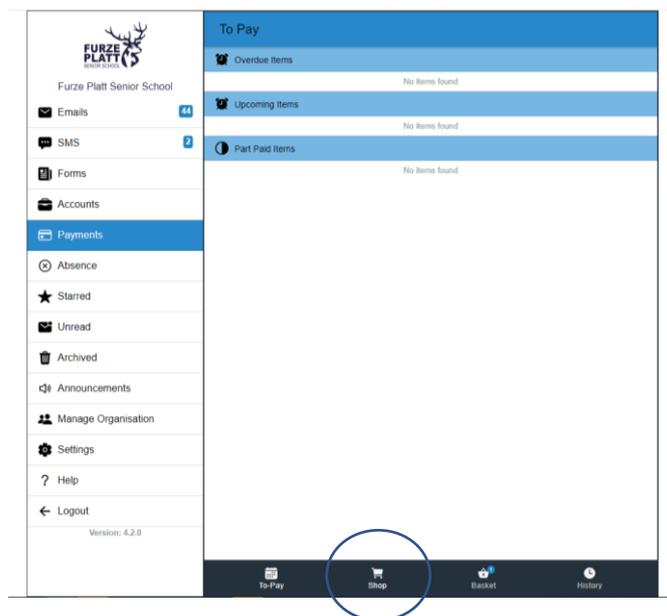Log into Parent mail either on a browser at https://pmx.parentmail.co.uk/#core/login or on the app, and you will see screen below. If you are using the app on your phone, click the 3 lines at the top left of the screen at any time to access the left-hand menu shown below:
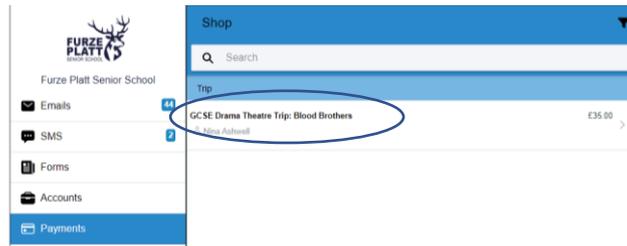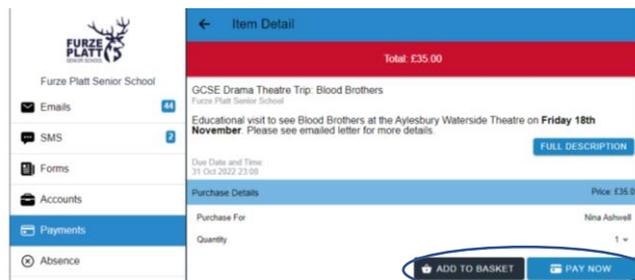

Click on the 'Payments' menu item:

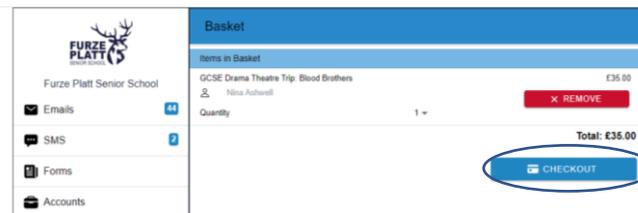Click on 'Shop' icon at the bottom of the screen:

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:

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':

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.