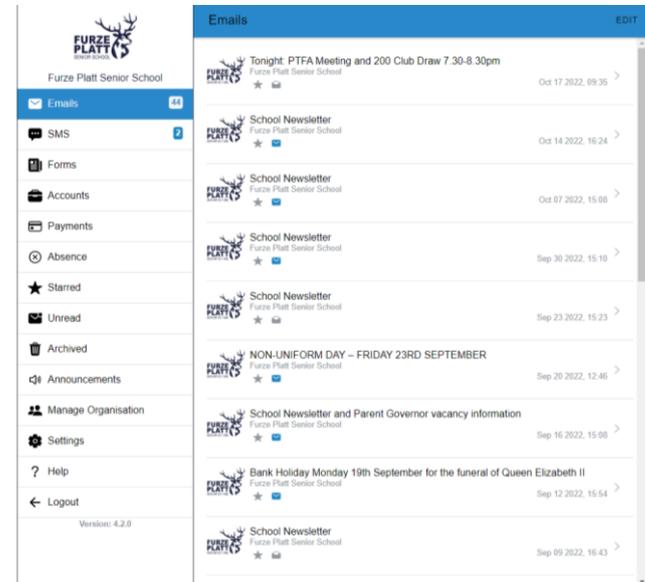
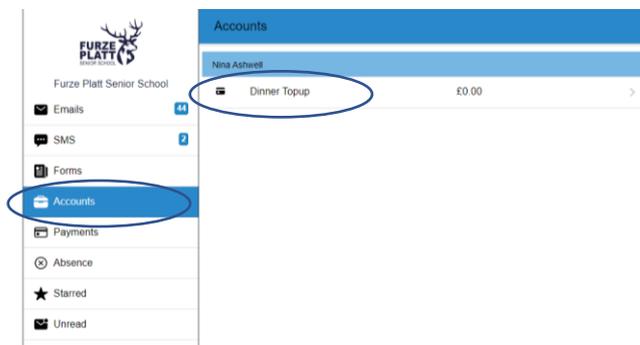


How to Top Up your Child's Lunch Money in Parentmail

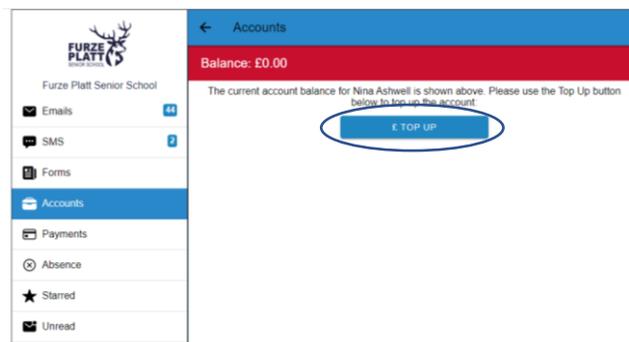
Log into Parent mail either on a browser at <https://pmx.parentmail.co.uk/#core/login> or on the app, and you will see screen below. If you are using the app on your phone, click the 3 lines at the top left of the screen at any time to access the left-hand menu shown below:



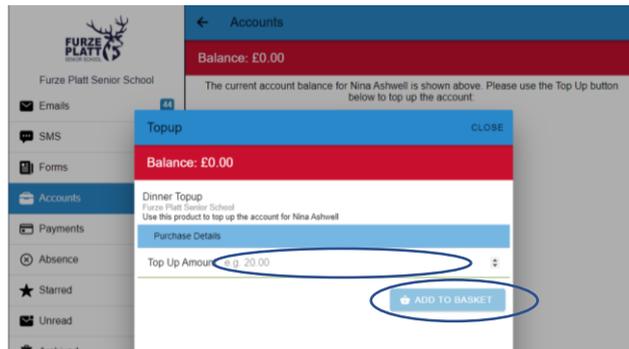
Click on 'Accounts' and then click on 'Dinner Topup'. If you have more than one student registered to you, you will see all their accounts here with a separate 'Dinner Topup' option for each:



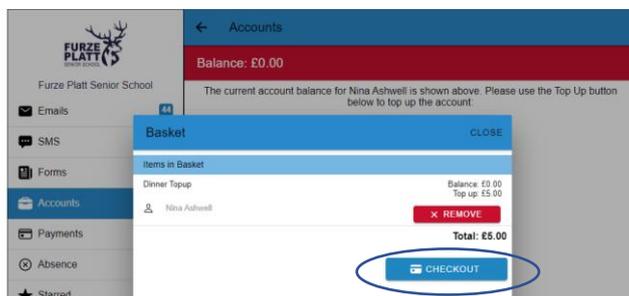
Click the '£ Top Up' Button:



Click in the box next to 'Top Up Amount' and type the amount you wish to add, then click 'Add to Basket':



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 child's lunch money balance until the next day.

