## How to Top Up your Child's Lunch Money 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:

Lyt	Emails	EDIT
Furze Platt Senior School	Tonight: PTFA Meeting and 200 Club Draw 7.30-8.30pm Fuzze Plat Series Scheel *  Oct 17 2022, 0	)9:35
Emails 44	School Newsletter Furze Platt Seeler School * Ct 14 2022. 1	16:24 >
Forms     Accounts	School Newsletter Funze Plat Senior School * C 67 2022, 1	15:08 >
Payments     Absence	Sep 30 2022, 1	15:10 >
★ Starred		15:23 >
Archived	NON-UNIFORM DAY - FRIDAY 23RD SEPTEMBER Furze Plat Seeler School *  Plaze Plat Seeler School Sep 20 2022, 1	12:46 >
<ul> <li>Manage Organisation</li> <li>Settings</li> </ul>	School Newsletter and Parent Governor vacancy information	15:08 >
<pre>? Help</pre>	Wank Holiday Monday 19th September for the funeral of Queen Elizabeth II     Fuzze Plat Seeler School     ★ ■ Sep 12 2022, 1	15:54 >
Version: 4.2.0	School Newsletter Fuzze Para Senior School * Sep 09 2022, 1	(6:43 >

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.

