

Viewing and updating a child's details

Payers are able to view and update details for all children linked to their account.

To view these details

1. Navigate to www.parentpay.com and log in
2. Navigate to the **Profile** tab



3. Navigate to **Child Profile**

Welcome,
Mrs Shelley (supporttest110@parentpay.com)

- My profile
- Child profile
- Child details** >
- Child contacts >
- Add a child >
- Stored cards >

Name:
Ethan

Forename:
Ethan

Surname:
James

Date of birth:
15/03/2000

Year Group:
4

Registration Group:
4AB

Meal pattern

Free school meals

Current/future entitlement periods

Period of entitlement	FSM taken in period	Recoupment
01 Sep 2013-01 Jan 2100	4	LEA 6 Doug

Groups

Dietary Needs:

Parents' notice:

4. There are two sections available for editing:

- **Child details** - this section contains personal data relating to the child including name, date of birth, year and registration details, school meal data and any relevant dietary needs.

NOTE: These details have been imported from the school's Management Information System (MIS) and cannot be edited by payers within the Payer application. If you need to change these details please inform the school and they will be updated during their next data upload.

- **Child contacts** - this section contains the preferred contact details for a child. If you have added multiple children to your account, each will be listed separately. All email addresses and mobile numbers you have registered will be shown against

each child. You can edit these details directly by selecting the **Edit** button against the appropriate row.

Child contacts

Below are the contact details you have entered for your children.

Child	School	Email	Mobile	
Bella	Oceania Primary School	mrsshelley@email.com	01234567891	Edit
Cara	Oceania Primary School	mrsshelley@email.com	01234567891	Edit

NOTE: the contact details must be for adult contacts, not the child's personal contact information.

When editing, you are able to add, edit and delete email addresses. You can also resend a verification link if you have not yet verified this address.

Edit child contact details

Please note child contact details may be used by the school to send emails or texts.

Edit email address for Bella Shelley

Current email address:
mrsshelley@email.com (Unverified) [Send verification email](#)

[Delete the above email address](#)

New email address:

Re-type email address:

[Save changes to email](#)

You can also add, edit and delete mobile numbers.

Edit mobile number for Bella Shelley

New mobile number has been saved.

Current mobile number:
01234567891 (Not registered)

[Send registration PIN](#)

[Delete the above mobile number](#)

Enter mobile number or replace existing number below

New mobile number:

[Save](#)

From here you can also enter the Mobile Registration PIN, to register a mobile number. You must have topped up your Text Balance if you intend to register a mobile number and receive alerts via text message.

NOTE: the registration text and any subsequent text alerts cost 6p, which will be deducted from your text balance each time you register a number.

Enter mobile registration PIN for Bella Shelley

If you have received a Mobile Registration PIN for the above number, enter PIN below

Registration PIN:

[Register](#)

[Click here to return to list of children](#)