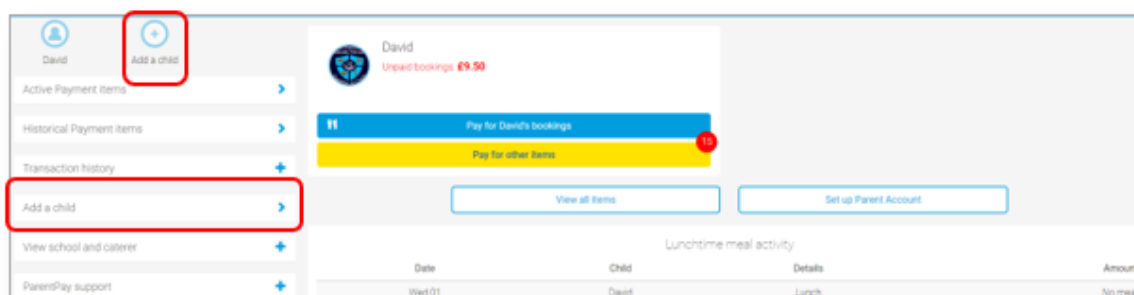# How to add a second child on ParentPay

1. Navigate to www.parentpay.com and log into an existing activated account.

2. If using a computer, select the **Add a child** icon from the top left of the home page or from the menu on the left

If using a smart phone, or other mobile device, select the menu icon from the top of the page, and select Add a child.

Enter the activation codes exactly as written on the activation letter and select **Continue**.

Enter the date of birth for the child you wish to add

Click **Confirm**

You will see confirmation that the child has been added successfully and you will be able to make payments for the newly added child.

Merging two or more logins together

If you have more than one child and more than one log in on ParentPay it is possible to merge them together providing the steps below are followed:

1. Select which of the logins will be the primary account that the other(s) will be merged into.

2. Ensure that the secondary account(s) have a Parent Account balance of £0.00. If there is a balance, this must be cleared before the account is merged. If the balance is not zeroed before the merge is attempted, an error message will be displayed and the merge will not be possible.

   NOTE: Any payment history, transaction history, or Parent Account statements for the secondary account(s) cannot be accessed after the accounts have been merged. Print any reports or records that may be required for future use.

3. Ensure that the total number of children's records that will be combined by merging the accounts will not exceed 6. A ParentPay parent account can currently only manage 6 pupils. If the combined total exceeds 6, an error will occur, and the merge will not complete.

Once all of these points have been completed/confirmed, the accounts can then be merged.

Final Steps

1. Log out of all ParentPay accounts.
2. Log into the primary account that will become the master account once the merge has been completed.
3. If using a computer, select the Add a child icon from the top left of the home page.
4. If using a smart phone, or other mobile device, select the menu icon from the top of the page and select **Add a child**.
5. Enter the username and password of the secondary account that is to be merged into the master account. Select **Continue**.
6. Check the details of the account to be merged and select Confirm. All of the pupil records from the secondary account(s) will then be transferred to the master account.