ParentPay – Activation Guide

Create mygovscot MyAccount — Activate your Parent Pay Account — Login to ParentPay using the mygovscot sign in section — You are now ready to make payments using ParentPay

 If you do not have a mygovscot/MyAccount

1. Navigate to: www.renfrewshire.gov.uk

2. Click on: -

 Sign in | Register for MyAccount

3. Click on: -

 Register for MyAccount

There is a helpful video which will guide you through the process

4. Complete the form and keep a note of your username and password. Then follow the instructions below.

 If you already have a mygovscot/MyAccount

1. Navigate to: www.parentpay.com and click on Login

2. Sign in using the mygovscot/myaccount section on the right hand side of the page.

Login

Email/Username

name@emailprovider.co.uk

Password

Forgotten your password?

Login   Back

If you have been instructed by your school in Scotland to access ParentPay using your mygovscot myaccount, then please login here

Sign in with mygovscot myaccount

What is mygovscot myaccount?

3. Sign-in to myaccount

CONSENT

4. You will see your data from mygovscot and will be asked if you would like to share your core data with Parent Pay.　　Answer: Yes

5. Below is the next screen you will see. This is where you enter your ParentPay login details (from your activation letter)

6. Once you have entered your details, you will no longer need your activation code as you will login using your mygovscot/MyAccount login details.

7. You will always use the mygovscot/myaccount login section to access your ParentPay account.

Your ParentPay account is now activated and ready to use!

More than one child?

You can add up to 6 children to your ParentPay account. You will receive activation codes for each child. Use only one activation code to create your ParentPay account and then follow the instructions below to add other children.

1. Log in to your existing ParentPay account
2. Select 'Add a child' on the home page
3. Enter the username and password (activation codes) from the letter
4. Your child's name will be listed, select Add to my account
5. All done! You should now see your child's name on your homepage.