ParentMail User Guide

1.Are you registered?

Your school will have sent you a registration link that looks like this:

➢ Click 'Register'.

➢ Click 'I don't have a ParentMail PMX account'.

➢ Check your details are correct and create a password.

➢ Now click 'Complete Registration'.

➢ Success! You have created your ParentMail account!

❖ If you have already registered previously, you will click 'I already have a ParentMail account' and enter your details.
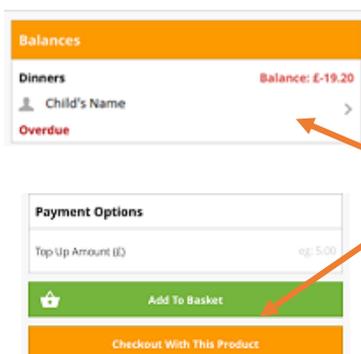
2. Download the App!

➢Open the Appstore/Playstore on your phone and search for ParentMail.

➢Download the app and open it on your phone.

➢Enter in your email, and the password you created.

➢Allow notifications.

➢Create a 4-digit pin as your app login details.

3. Topping up your child's dinner money!

➢ Click on to the 3 lines ☰ top left within the app.

➢ Click on to Payments.

➢ Click on to your child's name.

➢ Enter the amount you want to top-up and click 'check out with this product'.

➢ Choose your payment method and complete purchase.

❖ Your child's daily dinner cost will be deducted from their overall balance when they have a school meal.
❖ You will receive a reminder when their balance is low.
❖ Other items may also be available for you to purchase by clicking on the 'Shop