# Creating a Secondary Payer Account

Recognising that families can change, ParentPay gives schools the ability to create secondary payer accounts for a child.

Both/all parents/carers are then able to make payments for the child if they request to.

To create a Secondary Payer Account go to **People > Pupils and staff**

| My ParentPay | Attendance, meals & events | Payment items | Communication | People | Finance |

Pupils and staff | Payers | Groups | Uploads

- ➢ **Group 1:** Select pupil
- ➢ **Group 2:** Use the drop down to select the year group/class to find the relevant pupil
- ➢ Click **Search**
- ➢ Locate the pupil and go to **Actions > Edit pupil details**

Actions ▾

✎ Edit pupil details

Manage FSM periods

📄 Report on this diner

🔍 View statement
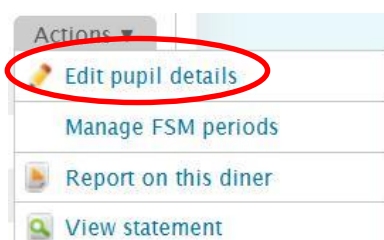
- ➢ Scroll down to the Contacts section and click on **Add new contact**

Contacts

Name	Type	Actions
Mrs Darling	Key contact	Actions ▾

Add new contact

- ➢ You will need to Complete the **Title**, **Forename**, **Surname** and **Email address** fields in order to create a Secondary Payer Account

Profile data:

Title	Mr
Forename	B
Surname	Darling
Email	darlingmrb@emailprovider.com
Sub-Dwelling (Apartment number)	

➢ You will also need to select a **Username** and a **Password** for the account. The user will be able to amend these once they activate their account.

Username	darling987654
Change password:	
Old password	
New password	••••••••••••••
Confirm password	••••••••••••••

Cancel   Save

➢ Click **Save**
➢ Click **OK**

Your Secondary Payer will be displayed. You will need to provide the activation details to the Secondary Payer to ensure they can activate and access their account.

Contacts

Name	Type	Actions
Mrs Darling	Key contact	Actions ▾
Mr Darling	Secondary	Actions ▾