



# ParentPay

## Setting up free email alerts for new services

If a new service has been added to your child's account, to get a free email telling you so, follow the steps below;

1. Login to ParentPay
2. On the home screen on the top bar click **Profile**
3. On the left hand side select **Alert settings**
4. Go to new item alerts
5. Tick the email box
6. Go to the bottom of the page and save
7. Complete