

Payer guidance - How to view payment history

Follow

27 October 2021 09:17

- 1. Navigate to www.parentpay.com and log in.
- 2. Navigate to your Home screen.
- 3. From the menu, select **Transaction history > Payment history**.

Welcome, Alice Alpha (testparent654	321@outlook	.com)	🗑
Adam David	Atte	Adam No unpaid bookings	David No unpaid bookings
Active Payment items	-	11 Make bookings	11 Make bookings
		Pay for other items	Pay for other items
Transaction history Payment history		Alfee Derver money balance -€5.00	
Balance history	· '	Pay for Alfie's meals	
Add a child	>	Pay for other items	
View school and caterer	+	View all items	Set up Parent Account

4. Select the name of the child, the payment item, and the date range you wish to view.

5. Select Search

	Transaction history
	Payment history
Please select the child, item(s) paid for a	nd dates you would like to search.
Name:	
Adam -	
Payment item:	
All services	~
Start date:	
01/01/2019	
te:	
1/2020	
Search	
ocaron	

6. You will see a full list of all the transactions carried out during the selected period.

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