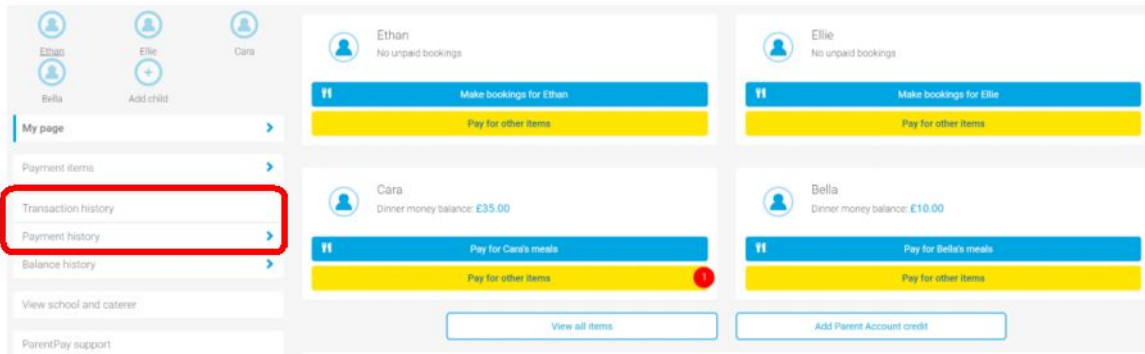# How to view payment history

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

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

5. Select **Search**

Payment history

Please select the child, item(s) paid for and dates you would like to search.

Name:

All ▾

Payment item:

All services ▾

Start date:

07/08/2016

End date:

08/08/2016

Search

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

07 Aug 2016 - 08 Aug 2016

Number of records: 6

Total: £547.50

Child	Payment item	Payment method	Amount	Date paid	Paid to	Notes
-	Text message alerts	ParentPay online	£2.50	08 Aug 16	ParentPay Limited	
Cara	School Meals for Oceania Primary School	ParentPay online	£10.00	08 Aug 16	Oceania Primary School	
Bella	School Meals for Oceania Primary School	ParentPay online	£10.00	08 Aug 16	Oceania Primary School	
Cara	School Meals for Oceania Primary School	ParentPay online	£25.00	08 Aug 16	Oceania Primary School	
Cara	Trip to Barcelona	ParentPay online	£250.00	08 Aug 16	Oceania Primary School	
Bella	Trip to Barcelona	ParentPay online	£250.00	08 Aug 16	Oceania Primary School	

www.parentpay.com