

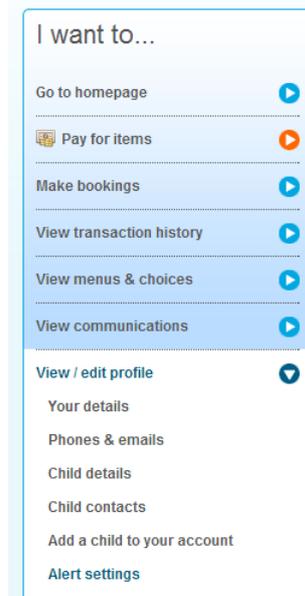
Telford Infant School

Parent Pay

Setting up email alerts for low balances on Parent Pay

Step 1, check you have a verified email address in your profile:

Go to 'View/edit Profile' on the 'I want to...' menu on the left hand side when you login, then click on 'Phones & emails' and check your email address is there and is verified.



Step 2, Set up Alerts:

Click on 'Alert settings' in the same 'View/edit profile' menu on the left hand side as before. Here you can set up all the alerts that are emailed to you relating to Parent Pay items.

When you see the page it should give you the following message near the top:



This means you can set up balance alerts.

Balance alerts are restricted to certain items (e.g. Dinner Money, Breakfast Club, After School Club etc).

To set one up just set a threshold and tick email alerts. Then when your balance in that category reduces below that amount you will be sent an email to alert you.

Note: You can opt in for alerts by text message to your mobile but there appears to be a cost of 6p per text alert to use this service.