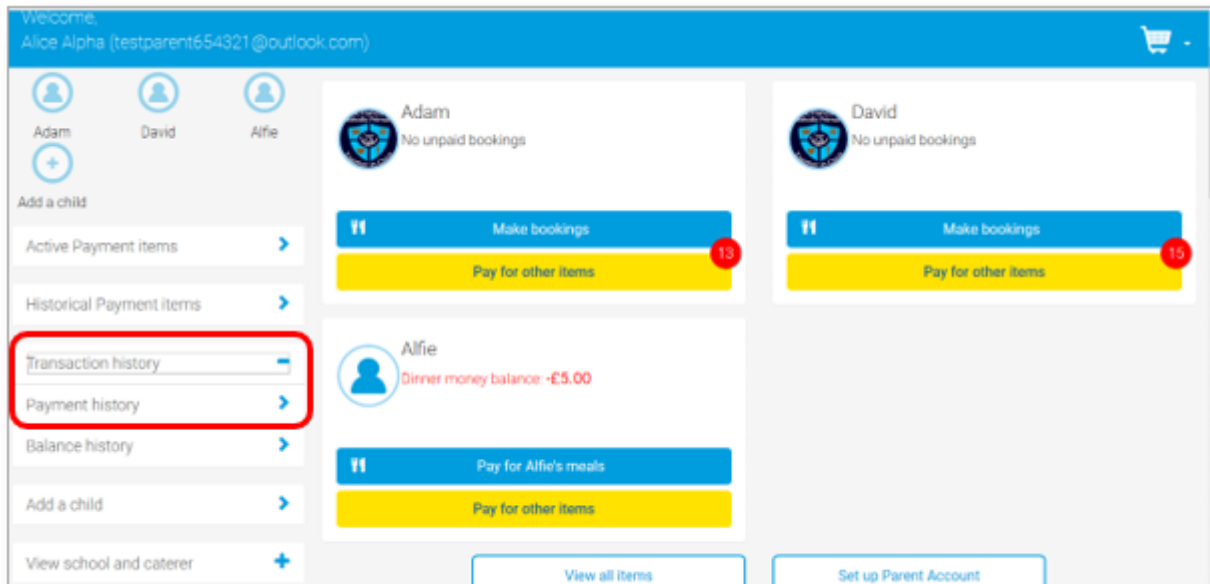


How to view Payment History

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**

A screenshot of the 'Transaction history' search form. The title 'Transaction history' is at the top, followed by the subtitle 'Payment history'. Below this is the instruction: 'Please select the child, item(s) paid for and dates you would like to search.' The form contains three main sections: 'Name:' with a dropdown menu showing 'Adam'; 'Payment item:' with a dropdown menu showing 'All services'; and 'Start date:' and 'End date:' with date input fields. The 'Start date' field is set to '01/01/2019' and the 'End date' field is set to '03/01/2020'. Both date fields have a calendar icon to the right. At the bottom left of the form is a blue 'Search' button.

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