



Dear Parent/Carer

### **ParentMail (PMX) Registration**

For parents/carers, the latest version of ParentMail means you can easily pay for educational items, school trips and top-up dinner money on your smartphone by downloading the free ParentMail App on Android or iOS.

To use the latest version of ParentMail all you need to do is verify your account. Over the next few weeks, once we have received and verified email addresses and/or mobile numbers, you will be sent either an email or text message from ParentMail. When you receive this please just follow the instructions below.

If you have both a mobile number and an email address registered on your account, you may receive a registration invitation by text **and** email. You can decide which way you register – but you will only need to register once.

#### **Mobile registration:**

Please click on the link from the text message and follow the verification process. You will be asked to enter some details, answer a security question to verify who you are and to set a password for your account.

#### **Email registration:**

Please click on the link from the email and follow the verification process. As above, you will be asked to enter some details, answer a security question to verify who you are and to set a password for your account.

Please be assured that ParentMail is registered with the Information Commissioner, complies with GDPR and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.

If you have any issues or queries with the process, please contact the Finance Department on 01296 623348 or email [finance@johncolet.co.uk](mailto:finance@johncolet.co.uk).

Yours sincerely

*J Emburey*

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**Finance Manager**