

Set Up Email Alert For Low Balance



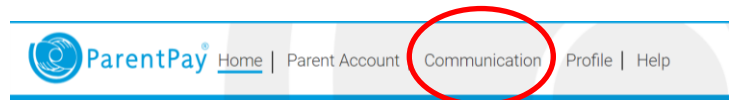
1. Navigate to <https://www.parentpay.com/>

2. Press the **Login** button at the top right of the page

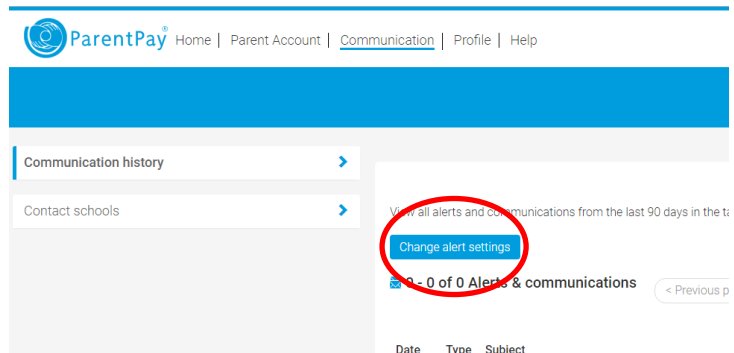


3. Enter your **Email/Username** and **Password** and press the **Login** button

4. Select **Communication** from menu



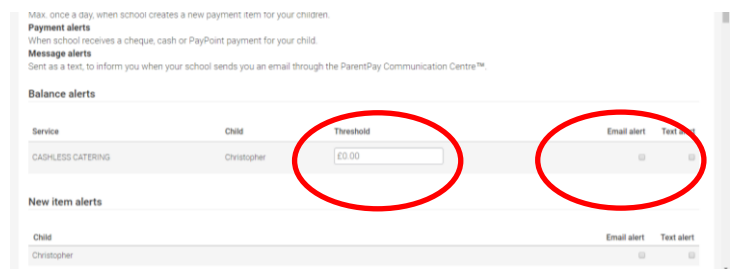
5. Select **Change alert** settings



6. Scroll down to the **Cashless Catering** settings.

7. Set the balance **Threshold** for which you wish to receive alerts for.

8. Tick the **Email alert** box in **Cashless Catering**



9. Scroll down the page and press the **Save** button. You will receive an email informing you that changes have been made to your account.

10. Scroll to the top right of the page and **Logout**.