

## HOW TO ADD AN ALERT FOR THE DINNER MONEY ACCOUNT

- 1) Log into ParentPay in the usual way
- 2) Select **“Communication”**
- 3) Select **“Alert Settings”**
- 4) Scroll down until you find **“Dinner Money”**, in the “Threshold” column enter the minimum amount that the Dinner Money account should reach when the “Alert” should be sent to you.
- 5) Tick in the box under the column “Email”
- 6) Scroll down to the bottom of the page and click on **“Save”**

## SHOULD YOU WISH TO HAVE A TEXT MESSAGE SENT TO YOU

- 7) Select **“Add credit to your text message balance here”**
- 8) Select **“Add Credit Now”**
- 9) Enter the amount, for example: 5.00
- 10) Select **“Add to basket”**
- 11) Select **“Payment method”**

### **Please note:**

The charge for each text alert is 0.06p

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Linea House,  
Harvest Crescent,  
Fleet,  
Hampshire GU51 2UZ

T 01252 819991  
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Registered address:  
Linea House,  
Harvest Crescent,  
Fleet,  
Hampshire GU51 2UZ

VAT No 904 4806 34