



New Item Alerts

If you would like to receive an email alert when a new item is added to your ParentPay account follow these steps:

- Sign into ParentPay and then click on the two speech bubbles in the top middle of screen
- Select the Blue bar “Change Alert Settings”
- Scroll down and find **New Item Alerts** for example and check the box “Email Alert”
- Scroll down and click on “Save”