



# ParentMail HELP

**How to register with ParentMail for the first time via email, the good news is, this can be done in minutes!**

**1. You will receive an email registration link if they have your email address in their ParentMail system. – Click ‘Register’ please check your spam/junk folders, if it is not in your inbox. If you find the email in your spam/junk folder, please change your account settings to mark ParentMail as a safe sender. Please also add [info@parentmail.co.uk](mailto:info@parentmail.co.uk) to your contact address book to avoid missing out on emails.**

**2. Click ‘I don’t have a ParentMail PMX account’.**

**3. Enter your child’s date of birth by either typing in the field, or use the arrow on the far right to select from the calendar. Once you have entered the date of birth, click ‘Verify Now...’**

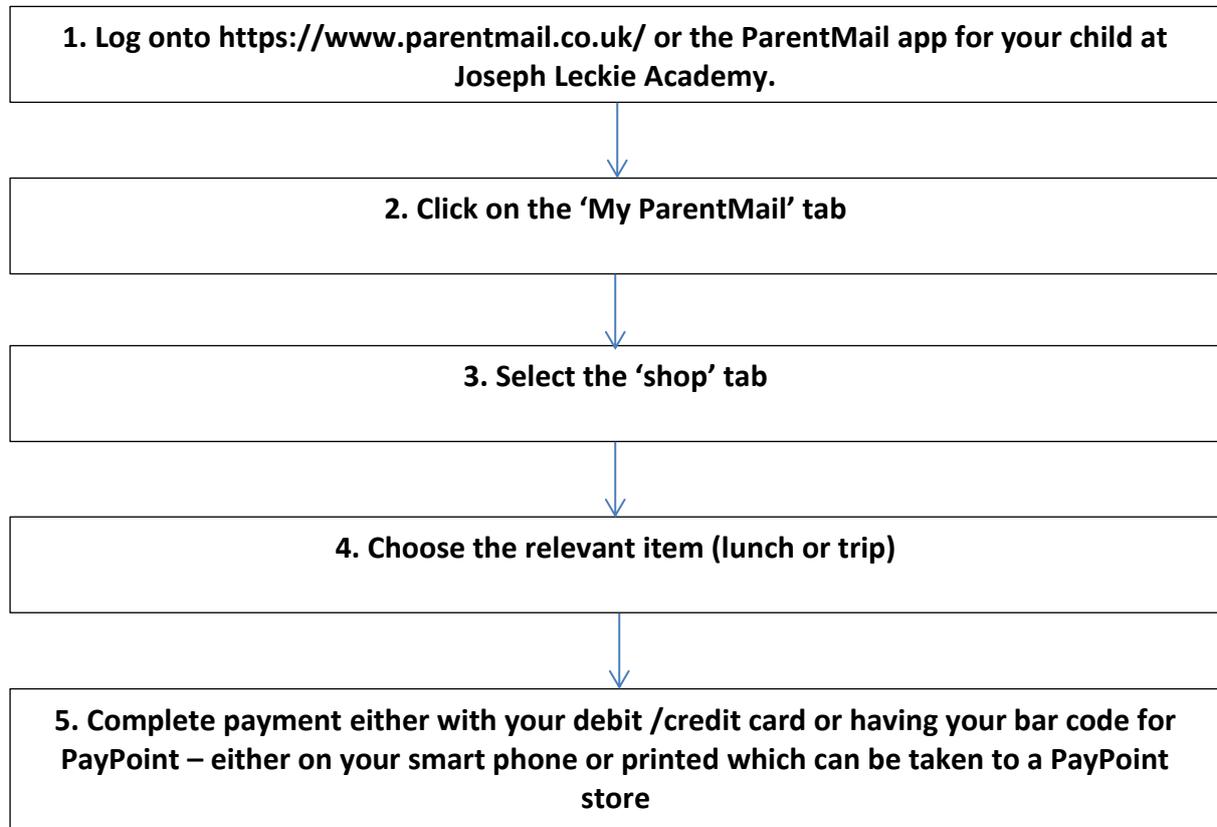
**4. Check your details are correct. You can edit any incorrect details in the fields. Please also enter a password**

**5. Now click ‘Complete Registration’. Success! You have created your ParentMail account!**

**If you need any help please email  
[parentalsupport@josephleckieacademy.co.uk](mailto:parentalsupport@josephleckieacademy.co.uk)**



**How to make a payment on ParentMail (the fastest and safest way to make a payment to the Academy). It's simple, all you have to do is:**



***Shops in the local area who accept PayPoint payments***

**Delves Convenience Store  
436 West Bromwich Road - WS5 4NS  
Open until 22:00**

**Loco  
3 Walstead Road - WS5 4LZ  
Open until 21:30**

**Johal Super Food Store  
19 West Bromwich Road – WS1 3HS  
Open until 20:00**

**Nisa Local  
Forest House, 1 Walsall Road – WS5 4QL  
Open until 22:00**

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