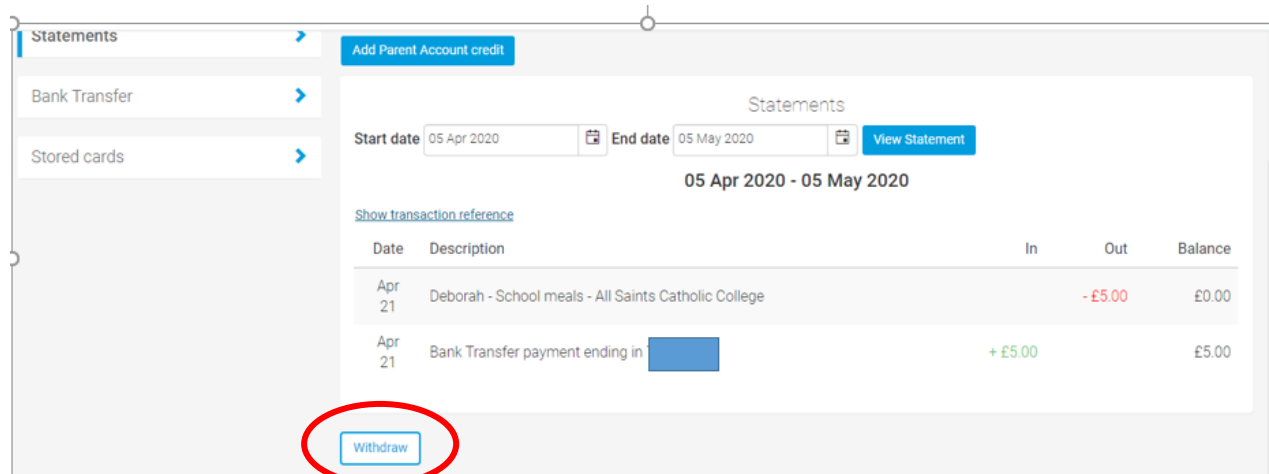


## Instructions for withdrawing funds from ParentPay Account

1. **Log on** to ParentPay using your username and password
2. **Select** Parent Account tab



3. **Scroll down** to the bottom of the displayed statement
4. **Select** Withdraw box



5. **Enter** bank account details you wish the amount to be refunded to
6. Funds will be credited shortly into your chosen account