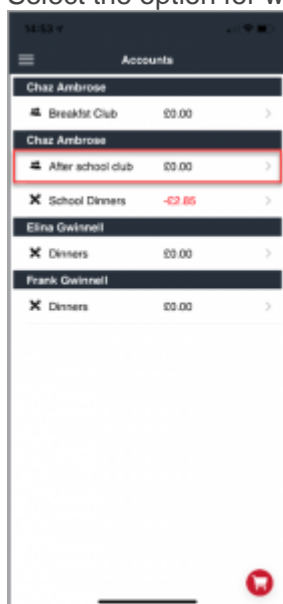


Book and Pay for School Meals

1. Log in to your IRIS ParentMail account at <https://pmx.parentmail.co.uk> or use the app.
2. Select **Accounts** from the menu.



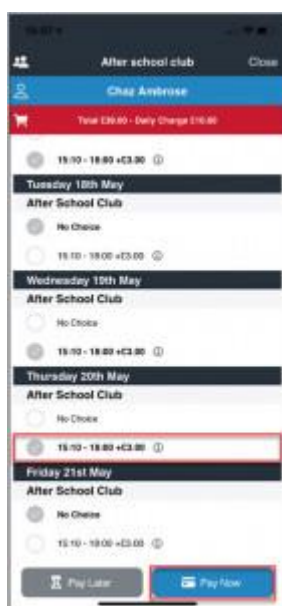
3. All meal details from which you can make selection are displayed.
Note: If you have more than one child, the available options are displayed for each child.
4. Select the option for which you want to make a booking.



5. Select the date for which you want to make a booking.
Note: Dates are colour coded by availability. Use the status types at the bottom of the screen to identify which dates are available. If there are no dates from which you can make selections, please contact your child's school.



6. Select the options you want to book. The total due payment and daily charge information is displayed at the top of the screen. When you have selected your options, click **Pay Now**.
Note: If you select **Pay Later** the items are added to your basket.



7. Click **Confirm** to proceed to your basket.
8. The **Review Selections** window is displayed. Click **OK** to confirm and proceed to payment.



9. Your **Basket** is displayed. Click **Checkout** to enter your payment details. If you want to remove any of the bookings, click **Remove** adjacent to the required booking.
Note: To make additional bookings, click **Close** to return to the accounts screen.

