**How to make a withdrawal from your Parent Account**

1. Go to www.parentpay.com and log into your ParentPay account
2. Navigate to **Parent Account**



3. Your statement will then be displayed
4. Select **Withdraw** from beneath the statement



5. Enter the amount to be withdrawn. This can be a minimum of 5p, and a maximum of the total amount in your Parent Account

**NOTE**: The number of withdrawals may be adjusted at times to assist payers with being able to withdraw allocated funds.


6. Select **Make withdrawal**
7. Confirm the withdrawal
8. Confirmation of the withdrawal will be displayed.



Note: The withdrawal may take up to 5 working days to be credited back to the card/bank account detailed on the withdrawal screen