



## How to register with ParentMail as an existing user via email

Welcome to your ParentMail account! We hope you're going to enjoy receiving your school communications online. First things first, you need to register your account – the good news is, this can be done in minutes!

## How to register with ParentMail for the first time via SMS

Your school will send you an SMS message to register your account if they have your mobile number saved in their ParentMail system.

If you have not previously registered with ParentMail, please follow the instructions below to register as a new user.

- 1) Click on the link in the text message to register your account.



You will be taken to the screen below.



- 2) Here, click 'I don't have a ParentMail PMX account'. You will be taken to the screen below.

Back to Messages 15:12 85%  
pmx.parentmail.co.uk  
Back Verification  
ParentMail  
For security we need to verify that you should be connected to Amy Adams.  
Please enter Amy Adams's date of bi...  
dd/mm/yyyy  
1 Jan 1999  
Verify Now...

- 3) Here, enter your child's date of birth and click 'Verify Now'.

EE 15:14 84%  
pmx.parentmail.co.uk  
Back Your Details  
ParentMail  
Thanks, that date of birth matched our records.  
Finally we just want to check we have the correct details for you. Please take a look over these and change anything that's incorrect.  
Please verify your details below:  
Email Address  
Confirm Email  
Complete Registration

- 4) Check your personal details and make any necessary changes by typing in the fields.

EE 15:17 83%  
pmx.parentmail.co.uk  
Back Your Details  
ParentMail  
Please enter a password below:  
Last Name  
Adams  
New ParentMail Password  
Confirm ParentMail Password  
Complete Registration

- 5) Create a password and click 'Complete Registration'.



Success! You have created your ParentMail account!

You will now receive messages from your child's school. If you have more than one child at the school, you will receive messages for both/all!

Click 'Let's Go!' to visit your ParentMail feed and to start managing your account.

If you have an Android or Apple device, download the free ParentMail App to pick up messages on the go!

