

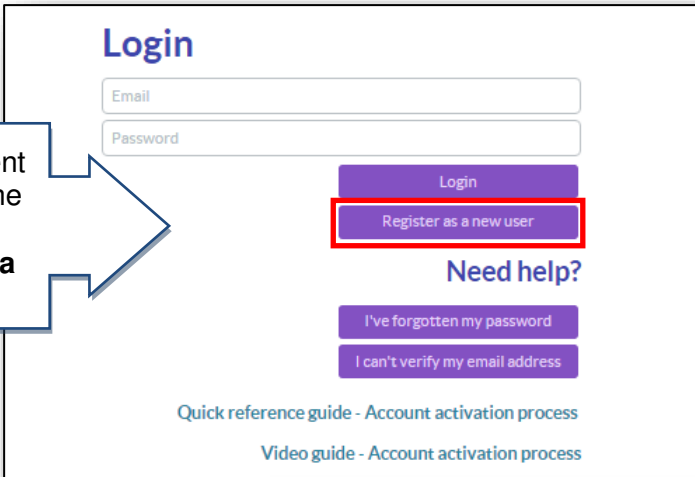
How do I register my child's account?

Important:

To allow you to use the school Online Payment website you **must** have 'cookies' enabled. The following website gives instructions on how to enable cookies in your web browser: <http://www.google.com/cookies.html>

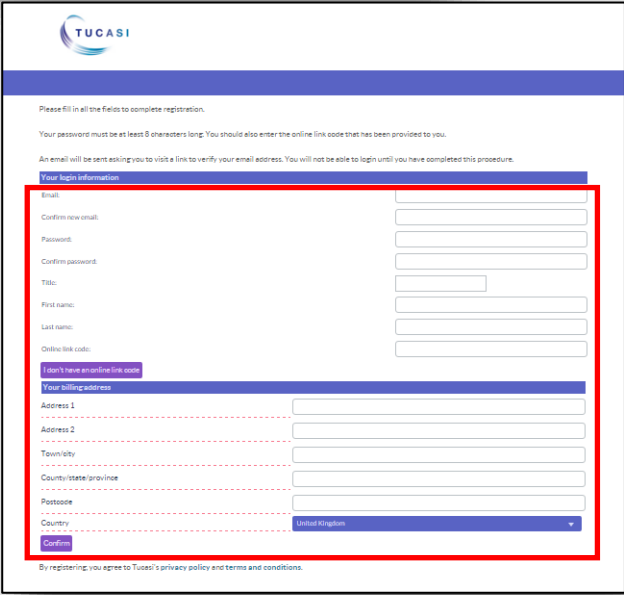
You **do not** need to register your child's account if you already have a Tucasi online payments account for a child at this or any other school. Please refer to "How do I link my children to my existing account" section below.

1. Using the letter sent by the school load the scopay website
Select **Register as a new user**



2. Enter your email and password details.
Enter the link code provided in the letter
Now enter your billing details and click **Confirm**

Note: Online link code is for **one time use only**. It is no longer needed once the account has been activated.



You will receive an email with an activation link (this may go directly to your spam/junk email)

How do I link my children to my existing account?

1. Select **Your info** and **Link accounts**
Enter the link code for your other child/ren in **Online link code** and click **Link account**

2. Using the drop down you can see all your children and move between their different accounts

TUCASI

View products | View basket | **Your info** | Parents' evening | Help

Mary Ackroyd
Tucasi School 1

Selected account :
Mary Ackroyd - Tucasi School 1

Address | **Link accounts** | Login details | Payment history | Contact preferences | Payment agreements

Link accounts

Please enter the link code of the account to which you would like to create a link. Once this is complete, you will be able to access the details of each associated account.

[What is a link code?](#)

Online link code:

Link account

Your basket

Your basket is empty.

Account balances

| | |
|-------------------|-------|
| After School Club | £0.00 |
| Breakfast Club | £0.00 |
| Cafeteria account | £0.00 |
| Dinner money | £2.00 |

How do I update my billing address details?

1. Select **Your info** and **Address**

2. Update your details and click **Update address**

View products | View basket | **Your info** | Parents' evening | Help | Logout

Mary Ackroyd
Tucasi School 1

Selected account :
Mary Ackroyd - Tucasi School 1

Address | Login details | Link accounts | Payment history | Contact preferences | Payment agreements

Address

Modify your address with the following form.

Your billing address

| | |
|------------------------|----------------|
| Title | Mr |
| First name | Bob |
| Last name | Ackroyd Smith |
| Street | 123 Street |
| Postcode | AB1 2CD |
| Town/city | Town |
| Country/state/province | County |
| Country | United Kingdom |

Update address

Your basket

Your basket is empty.

Account balances

| | |
|-----------------------------|-------|
| After School Club | £0.00 |
| Breakfast Club | £0.00 |
| Cafeteria account | £0.00 |
| Dinner money | £2.00 |
| General pre-payment account | £0.00 |
| Out of School Care | £0.00 |

Trip/event balances

| | |
|-----------------------|---------|
| Jorvik Viking Centre | £15.00 |
| London | £220.00 |
| Music Tuition 2015/16 | £150.00 |

Quick links

All items

How do I change my login details?

The screenshot shows the 'Your info' page for a parent. The 'Login details' link is highlighted with a red box. Below it, there are sections for 'Change your email', 'Change your password', and 'Change your name'. Each section has input fields for the new details and a warning for the email change. At the bottom, there is a 'Current password' field and an 'Update' button highlighted with a red box.

1. Select **Your info** and **Login Details**

2. Update your details, then re-enter your current password and click **Update**

How do I change my contact details?

IMPORTANT: You will only see the **Contact preferences** option if your child's school have purchased the SCO Communications module and have opted for you to update your own contact details.

The screenshot shows the 'Contact preferences' page. The 'Your info' link in the top navigation is highlighted with a red box, and an arrow points to the 'Contact preferences' link, which is also highlighted with a red box. The page contains fields for 'Email address', 'Home phone number', 'Mobile phone number', and 'Contact preference'. The 'Contact preference' section has radio buttons for 'Email', 'Letter', 'Text message or email', 'Text message', and 'Email or text message'. The 'Text message or email' option is selected. An 'Update' button is highlighted with a red box at the bottom left.

1. Select **Your info** and **Contact preferences**

2. Update your details and click **Update**

How do I create a second login?

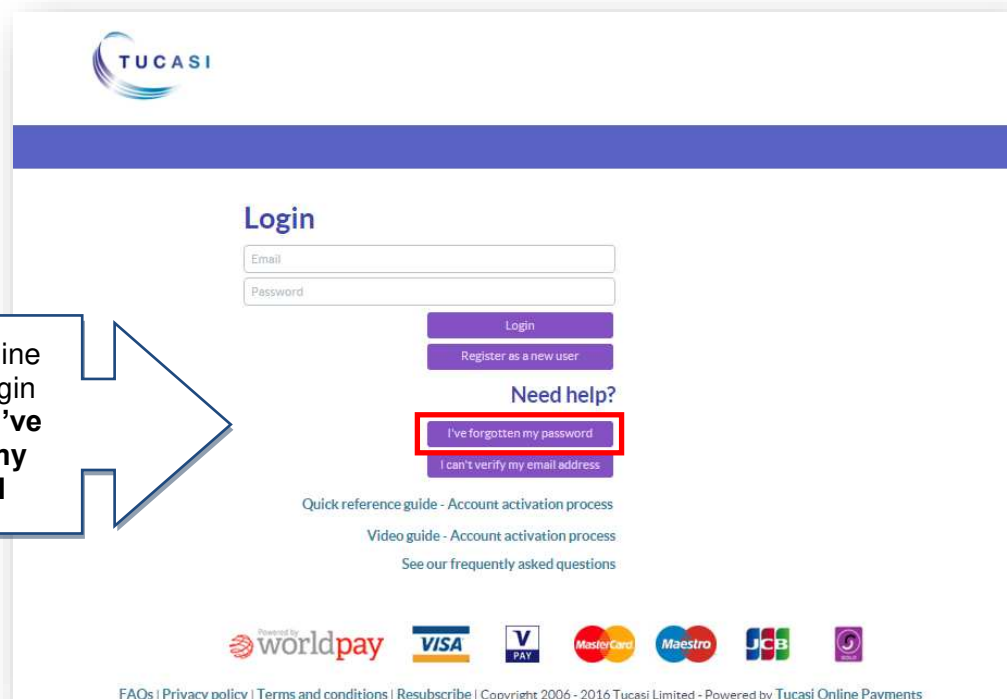
Once you have registered your account you may wish to have a second login. For example, for use by your husband/wife/other family member who wishes to make payments to the school.

Contact your school and they will issue you with a new letter with a different code.

If you have any questions please refer to [See our frequently asked questions](#) link on the www.scopay.com login screen.

What do I do if I have forgotten my password?

1. On the online payments login screen click **I've forgotten my password**



2. Enter your Email and click **Reset password**. You will shortly receive an email with a link through which you will be able to set up your new password.

