

## GUIDE FOR PARENTS MAKING PAYMENTS ON SCOPAY

This Guide provides help with the following

- How to add items to your basket
- How to get to the checkout
- How to make a payment
- How to view your child's school meal history

### Other Guides for Parents

*All parents:*

How to **Manage your SCOPAY Account**

How to Set up **Alerts** (for low balances, new trips and products, Parents' Evening Meetings)

*Parents should check with their school to see which of the following options are available to you:*

How to **Order Dinners Online**

How to **Book Clubs Online**

How to **Book a Parents' Evening Meeting**

How to **Save Card Details / Recurring Payments**



You might see slight variations to the SCOPAY layout depending on the type and size of screen display you are using.

# HOW DO I ADD ITEMS TO MY BASKET?

① To enable you to register your child's SCOPAY account you will need a letter or email from your school with a unique Link Code or QR Code. You will also need an active email address. Once your account is created, you will receive an email with a link which will enable you to verify the account.

## Step 1

Go to the

www.scopay.com website or the SCOPAY Mobile App and login with your email address and password



## LOGIN

Email Address

Password

LOGIN

## MARC ACKROYD ▾

SCOPAY School

French For Beginners - SCOPAY School

Marc Ackroyd - SCOPAY School

Mary Ackroyd - SCOPAY School

## Step 2

Select the child you wish to make a payment for

## Step 3

Tap the item name or the  button to view further details

## ACCOUNT BALANCES

After School Activities ⓘ

£1.00

VIEW HISTORY

VIEW CALENDAR

MAKE PAYMENT

Breakfast Club ⓘ

-£8.00

VIEW HISTORY

ORDER SESSIONS

MAKE PAYMENT

Dinner Money ⓘ

-£16.00

VIEW HISTORY

ORDER MEALS

MAKE PAYMENT

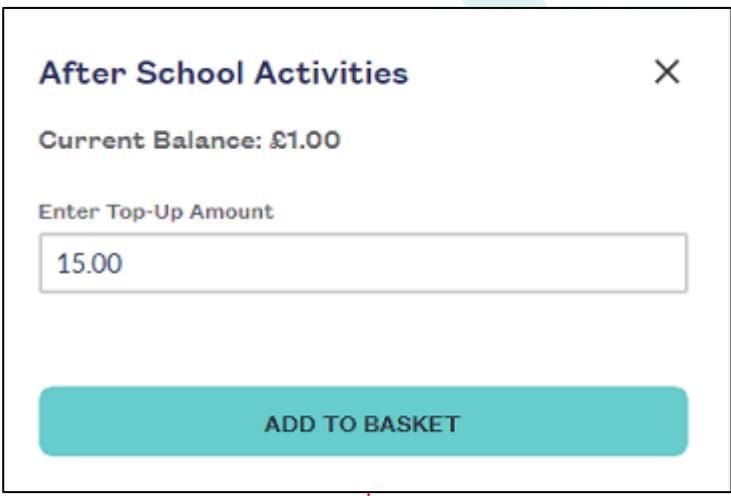


**Step 3**  
Top up an item by tapping

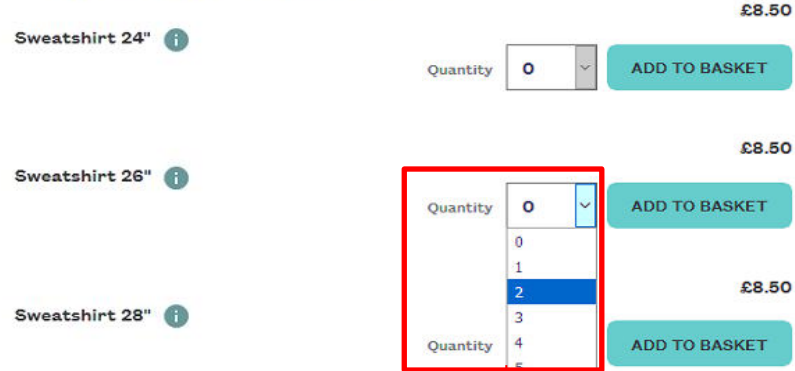
**MAKE PAYMENT**

**Step 4**  
Enter the amount you wish to pay and tap

**ADD TO BASKET**



▼ SWEATSHIRTS: PRODUCTS



**Step 5**  
If it's a product, you wish to buy such as uniform or books, tap the down arrow to select the Quantity and click

**ADD TO BASKET**

# HOW DO I CHECKOUT?

## Step 6

Tap on your basket



BASKET

ALERTS 18

YOUR INFO

LOGOUT

## Step 7

Check the items in your basket and edit if necessary.

Tap

CHECKOUT

## YOUR BASKET

	Qty.	Name	For	Total		
<a href="#">EDIT</a>	<a href="#">DELETE</a>	1	After School Activities	Marc Ackroyd	£15.00	<b>TOTAL</b> £23.50
<a href="#">EDIT</a>	<a href="#">DELETE</a>	1	Sweatshirt 26"	Marc Ackroyd	£8.50	
				Subtotal:	£23.50	<a href="#">CHECKOUT</a>

## Step 8

Confirm your billing address. Tap [EDIT ADDRESS](#) to make any changes.

**i** The billing address must match the address of the bank card you will use for online payments.

## CHECKOUT: ENTER PAYMENT AND CONTACT INFORMATION

Please confirm your address for payment. This address must be the same as your billing address for your credit/debit card.

MrBobbyAckroyd  
221b Baker Street  
Holywell  
Flintshire  
CH8 7BP  
GB

[EDIT ADDRESS](#)

Tick here to save your details for next time:

[PROCESS PAYMENT](#)

## Step 9

Select Tick here to save your address details for next time:

## Step 10

Tap

[PROCESS PAYMENT](#)



### Secure Payment Page

**TEST MODE - This is not a live transaction.**

Please review your purchase details, then select a payment method to continue.

#### Select language

English

#### Choose currency

£13.00 (Pounds Sterling)

#### Recurring Payments

Description

Purchases at Tucasi School 3 (ref 999/9903)

Amount

£13.00

#### Select your payment method



Cancel

payments powered by  
WorldPay

For help with your payment visit the: [WorldPay Help](#).

WorldPay (UK) Limited © 2012

## Step 11

Select your payment method, enter your card details and tap on **submit order**

*Note that that the payment page might look different to this example if your child's school uses a Local Authority payment Gateway.*

## Step 12

A receipt will be displayed on SCOPAY and you will receive an email confirming your purchase

*(remember to check your email spam/junk folder)*

## PAYMENT DETAILS

Please keep this receipt for your records.

[VIEW PRINTER FRIENDLY VERSION](#)

Item	For	Price	Quantity	Total	Order status
After School Activities	Marc Ackroyd	£15.00	1	£15.00	
Sweatshirt 26"	Marc Ackroyd	£8.50	1	£8.50	Open

#### Totals

Total: £23.50

#### Payment status

Paid online

WorldPay

#### Billing information

62 Graham Road

Flintshire, OX6 1ZG

GB

sm@tucasi.com

#### Payment information

Transaction number:

100000034

Date placed: 20 May 2019

11:47

Status: COMPLETE

- ① Your child's balance will be updated on SCOPAY and in school. Note that for secondary schools topping up canteen accounts, it might take up to an hour for the canteen to pull the payments down to their system. Please check with the school office for further information.

# HOW DO I VIEW MY CHILD'S SCOPAY HISTORY?

## PRIMARY SCHOOLS

Tap **VIEW PRODUCTS**  
Tap **VIEW HISTORY**  
Payment History for the account or product will be displayed  
This will include Online transactions as well as Cash or Cheque paid in school

▼ **ACCOUNT BALANCES**

**After School Activities** ⓘ

[VIEW HISTORY](#) [VIEW CALENDAR](#)

**Breakfast Club** ⓘ

[VIEW HISTORY](#) [ORDER SESSIONS](#)

**Dinner Money** ⓘ

[VIEW HISTORY](#) [ORDER MEALS](#)

← **PAYMENT HISTORY FOR AFTER SCHOOL ACTIVITIES**

**Date of last online payment:** 20 May 2019 11:47  
**Last online payment amount:** £15.00  
**Current balance:** £16.00

[VIEW CALENDAR](#)

Description	Date	Paid	Amount
After School Activities	20 May 2019 11:47	Online	£15.00
After School Activities	25 Apr 2019 16:50	Online	£1.00

Tap **VIEW CALENDAR**  
Any booked sessions will be displayed together with the Key

← **MARC ACKROYD**  
**AFTER SCHOOL ACTIVITIES**

**Key**

**Sessions**

- F Football
- S Swimming

**Codes**

- Unavailable
- Bookable
- X Closed
- F Football
- S Swimming

**JUNE 2019**

	MON	TUE	WED	THU	FRI
3					
4					
5			F		
6					
7					
8					
9		S			
10					
11					
12					
13					
14					

## SECONDARY SCHOOLS

Under Cafeteria  
account tap

VIEW HISTORY

Cafeteria account

VIEW HISTORY

You will see all online payments and the purchases made in the cafeteria.

### ← PAYMENT HISTORY FOR CAFETERIA ACCOUNT

Description	Date	Paid	Amount
<b>Cafeteria account</b>	15 Mar 2019 16:26	Online	£15.00
1 x Water Lrg, 1 x Mini Cuplet, 1 x Large Baguette	15 Mar 2019 12:30	Online	-£2.68
1 x Misc, 1 x Tray Bakes, 1 x Sandwich	14 Mar 2019 13:15	Online	-£3.11

#### SUMMARY

**Date of last online payment:**  
16 Mar 2019 16:25

**Last online payment amount:**  
£15.00

**Current balance:**  
£18.00

**i** If you need help with SCOPAY or for further enquiries,  
please contact the School Office at your child's school.