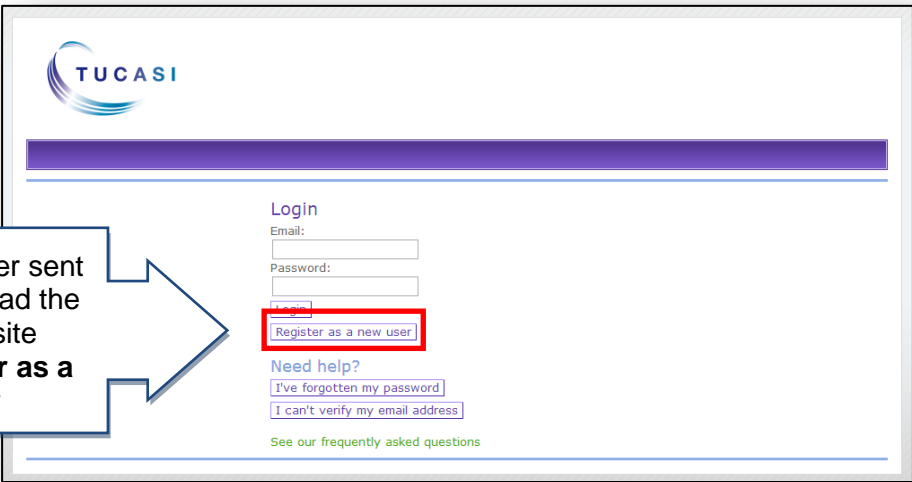


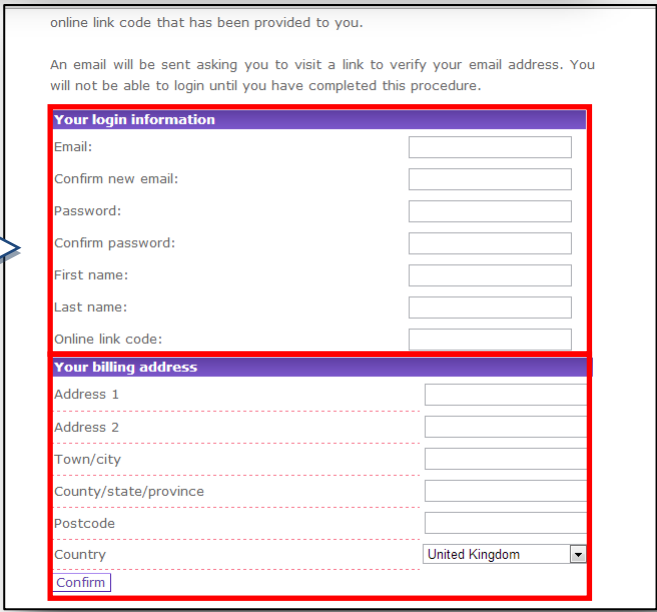
How do I register my child's account?

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 items | View basket | **Your info** | Contact | Selected account : Mary Ackroyd - UAT School 1

Address | Login details | **Link accounts** | Payment history | Contact preferences | FuturePay 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.

Online link code:

Link account

Linked accounts

Marc Ackroyd - UAT School 1	Unlink account
Mary Ackroyd - UAT School 1	Unlink account

Your basket

Your basket is empty.

Account balances

After School Club	£0.00
Breakfast Club	-£16.00
Cafeteria account	£0.00
Dinner Money	-£6.00
General pre-payment account	£0.00
Out of School Care	£0.00

Outstanding trip/event balances

Music Lessons 2013/14	£150.00
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How do I update my billing address details?

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

2. Update your
details and click
Update address

TUCASI

View items | View basket | **Your info** | Contact | Selected ac

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

Address

Modify your address with the following form.

Your billing address

First name	Alex
Last name	Ackroyd
Address 1	123 Street
Address 2	
Town/city	Town
County/state/province	
Postcode	YO1 2AB
Country	United Kingdom

Update address

How do I change my login details?

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

The screenshot shows a navigation bar with 'View items', 'View basket', 'Your info', and 'Contact'. Below it is a breadcrumb trail: 'Address | Login details | Link accounts | Payment history | Contact preferences | FuturePay agreements'. The 'Login details' link is highlighted with a red box. The main content area is titled 'Login details' and contains three sections: 'Change your email', 'Change your password', and 'Change your name'. Each section has input fields for new details and a 'Current' value. At the bottom, there is an 'Update' button highlighted with a red box.

2. Update your details 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.

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

The screenshot shows a navigation bar with 'View items', 'View basket', 'Your info', and 'Contact'. Below it is a breadcrumb trail: 'Address | Login details | Link accounts | Payment history | Contact preferences'. The 'Contact preferences' link is highlighted with a red box. The main content area is titled 'Contact preferences' and contains a form with fields for 'Email address' (pre-filled with 'example@tucasi.com'), 'Home phone number', and 'Mobile phone number'. There is also a 'Contact preference' section with radio buttons for 'Email', 'Letter', 'Text message or email', and 'Text message or letter'. At the bottom, there is an 'Update' button highlighted with a red box.

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 online payments 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**
You will be prompted to enter your email, and shortly you will receive a new password via email

TUCASI

Login

Email:

Password:

Need help?

[I've forgotten my password](#)

[I can't verify my email address](#)

[See our frequently asked questions](#)