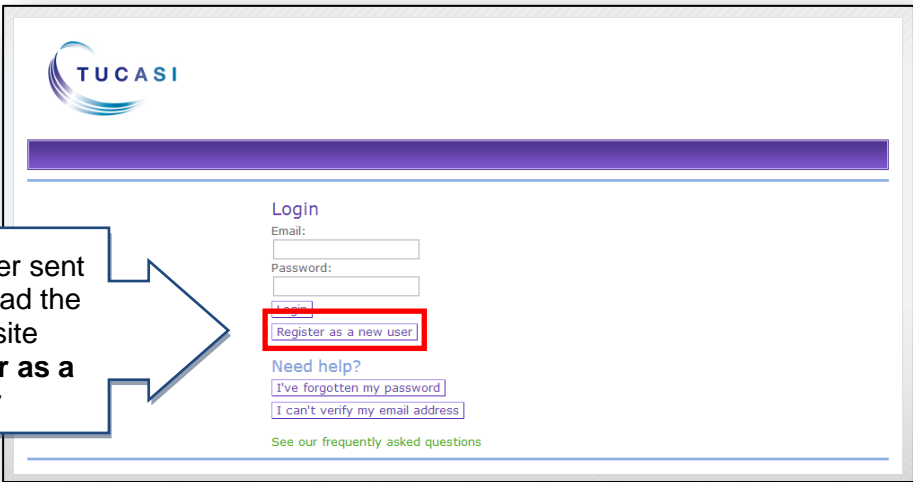


How do I register my child's account?

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**

online link code that has been provided to you.

An email will be sent asking you to visit a link to verify your email address. You will not be able to login until you have completed this procedure.

Your login information

Email:

Confirm new email:

Password:

Confirm password:

First name:

Last name:

Online link code:

Your billing address

Address 1:

Address 2:

Town/city:

County/state/province:

Postcode:

Country:

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, a menu contains 'Address', 'Login details', 'Link accounts', 'Payment history', 'Contact preferences', and 'FuturePay agreements'. The 'Login details' link is highlighted with a red box. The main content area is titled 'Login details' and includes a warning about changing email, a 'Change your email' section with input fields for 'New email' and 'Confirm new email', a 'Change your password' section with input fields for 'New password' and 'Confirm new password', and a 'Change your name' section with input fields for 'First name', 'Last name', and 'Current password'. An 'Update' button is highlighted with a red box at the bottom.

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, a menu contains 'Address', 'Login details', 'Link accounts', 'Payment history', and 'Contact preferences'. The 'Contact preferences' link is highlighted with a red box. The main content area is titled 'Contact preferences' and includes the text 'Set the preferred method of contact by UAT School 1.'. It contains input fields for 'Email address' (pre-filled with 'example@tucasi.com'), 'Home phone number', and 'Mobile phone number'. Below these is a 'Contact preference' section with radio buttons for 'Email', 'Letter', 'Text message or email', and 'Text message or letter'. An 'Update' button is highlighted with a red box at the bottom.

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](#)