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 SCOPAY 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?

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

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

<table>
<thead>
<tr>
<th>After School Activities</th>
<th>£1.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast Club</td>
<td>-£8.00</td>
</tr>
<tr>
<td>Dinner Money</td>
<td>-£16.00</td>
</tr>
</tbody>
</table>

MAKE PAYMENT

MAKE PAYMENT

MAKE PAYMENT
Step 3
Top up an item by tapping

Step 4
Enter the amount you wish to pay and tap

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
HOW DO I CHECKOUT?

Step 6
Tap on your basket

Step 7
Check the items in your basket and edit if necessary. Tap CHECKOUT

YOUR BASKET

<table>
<thead>
<tr>
<th>Qty</th>
<th>Name</th>
<th>For:</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>After School Activities</td>
<td>Marc Ackroyd</td>
<td>£15.00</td>
</tr>
<tr>
<td>1</td>
<td>Sweatshirt 26&quot;</td>
<td>Marc Ackroyd</td>
<td>£8.50</td>
</tr>
</tbody>
</table>

Subtotal: £23.50
TOTAL £23.50
CHECKOUT

Step 8
Confirm your billing address. Tap EDIT ADDRESS to make any changes.

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

Step 9
Select Tick here to save your address details for next time:

Step 10
Tap PROCESS PAYMENT

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.

Mr Bobby Ackroyd
921b Baker Street
Holywell
 Flintshire
CHE 7BP
GB

Tick here to save your details for next time

PROCESS PAYMENT
Step 11
Select your payment method, enter your card details and tap on submit order.

Note 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.

<table>
<thead>
<tr>
<th>Item</th>
<th>For</th>
<th>Price</th>
<th>Quantity</th>
<th>Total</th>
<th>Order status</th>
</tr>
</thead>
<tbody>
<tr>
<td>After School Activities</td>
<td>Marc Ackroyd</td>
<td>£15.00</td>
<td>1</td>
<td>£15.00</td>
<td></td>
</tr>
<tr>
<td>Sweatshirt 26&quot;</td>
<td>Marc Ackroyd</td>
<td>£8.50</td>
<td>1</td>
<td>£8.50</td>
<td>Open</td>
</tr>
<tr>
<td>Totals</td>
<td></td>
<td></td>
<td></td>
<td>£23.50</td>
<td></td>
</tr>
</tbody>
</table>

Payment status

Total: £23.50

4 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

<table>
<thead>
<tr>
<th>After School Activities</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>VIEW HISTORY</td>
<td>VIEW CALENDAR</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Breakfast Club</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>VIEW HISTORY</td>
<td>ORDER SESSIONS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dinner Money</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>VIEW HISTORY</td>
<td>ORDER MEALS</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Date</th>
<th>Paid</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>After School Activities</td>
<td>20 May 2019 11:47</td>
<td>Online</td>
<td>£15.00</td>
</tr>
<tr>
<td>After School Activities</td>
<td>25 Apr 2019 16:50</td>
<td>Online</td>
<td>£1.00</td>
</tr>
</tbody>
</table>

MARC ACKROYD
AFTER SCHOOL ACTIVITIES

Key
Sessions
F Football
S Swimming
Codes
X Closed
F Football
S Swimming

JUNE 2019

MON TUE WED THU FRI
0 1 2 5 6 7
8 F
9 S
10 11 12 13 14
F
S

Tap VIEW CALENDAR
Any booked sessions will be displayed together with the Key
You will see all online payments and the purchases made in the cafeteria.

**PAYMENT HISTORY FOR CAFETERIA ACCOUNT**

<table>
<thead>
<tr>
<th>Description</th>
<th>Date</th>
<th>Paid</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cafeteria account</td>
<td>18 Mar 2019</td>
<td>Online</td>
<td>£15.00</td>
</tr>
<tr>
<td>1 x Water Lng, 1 x Mini Cuplet, 1 x Large Baguette</td>
<td>18 Mar 2019</td>
<td>Online</td>
<td>-£2.68</td>
</tr>
<tr>
<td>1 x Miso, 1 x Tray Bakes, 1 x Sandwich</td>
<td>14 Mar 2019</td>
<td>Online</td>
<td>-£3.11</td>
</tr>
</tbody>
</table>

**SUMMARY**

- Date of last online payment: 16 Mar 2019 16:25
- Last online payment amount: £12.00
- Current balance: £10.00

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