

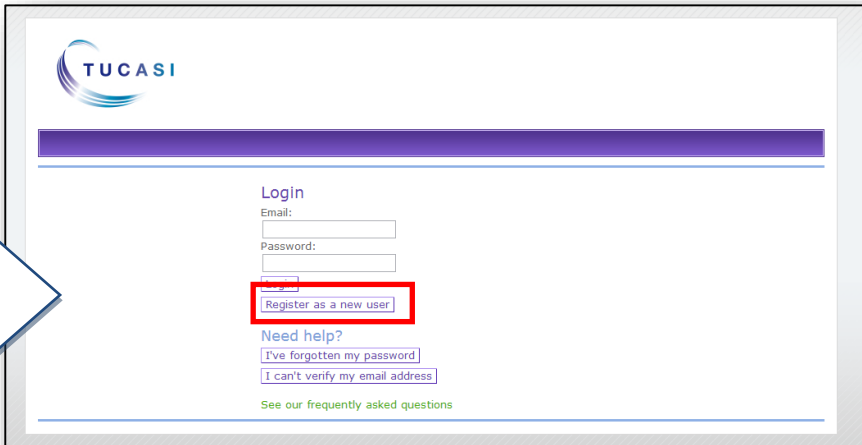
How do I register my child's account?

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**



The screenshot shows the Tucasi website's login interface. It includes a 'Login' section with fields for 'Email:' and 'Password:'. Below these fields is a red-bordered button labeled 'Register as a new user'. There are also links for 'Need help?', 'I've forgotten my password', and 'I can't verify my email address', along with a link to 'See our frequently asked questions'.

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.

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.



The screenshot shows a registration form with two main sections highlighted in red. The first section, 'Your login information', contains fields for 'Email:', 'Confirm new email:', 'Password:', 'Confirm password:', 'First name:', 'Last name:', and 'Online link code:'. The second section, 'Your billing address', contains fields for 'Address 1', 'Address 2', 'Town/city', 'County/state/province', 'Postcode', and 'Country' (with a dropdown menu currently set to 'United Kingdom'). A 'Confirm' button is located at the bottom of the form.

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 account

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

Address

Modify your address with the following form.

Your billing address

First name	<input type="text" value="Alex"/>
Last name	<input type="text" value="Ackroyd"/>
Address 1	<input type="text" value="123 Street"/>
Address 2	<input type="text"/>
Town/city	<input type="text" value="Town"/>
County/state/province	<input type="text"/>
Postcode	<input type="text" value="YO1 2AB"/>
Country	<input type="text" value="United Kingdom"/>

Update address

How do I change my login details?

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

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

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

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

Login details

Change your login information with this form.

Change your email
Warning: changing your email will end your session, and you will need to verify your new email address before logging in again.
Current email: afr@tucasi.com
New email:
Confirm new email:

Change your password
New password:
Confirm new password:

Change your name
Current name: Alex Ackroyd
First name:
Last name:
Enter current password for security (required)
Current password:

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**

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

View items View basket **Your info** Contact

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

Contact preferences

Set the preferred method of contact by UAT School 1.

Email address: example@tucasi.com
Home phone number:
Mobile phone number:
Contact preference:
 Email
 Letter
 Text message or email
 Text message or letter

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



The screenshot shows the TUCASI login interface. At the top left is the TUCASI logo. Below it is a purple horizontal bar. The main content area is titled "Login" and contains the following elements: an "Email:" label with a text input field, a "Password:" label with a text input field, a "Login" button, and a "Register as a new user" button. Below these is a "Need help?" section with two links: "I've forgotten my password" (highlighted with a red box) and "I can't verify my email address". At the bottom of the page is a link for "See our frequently asked questions".