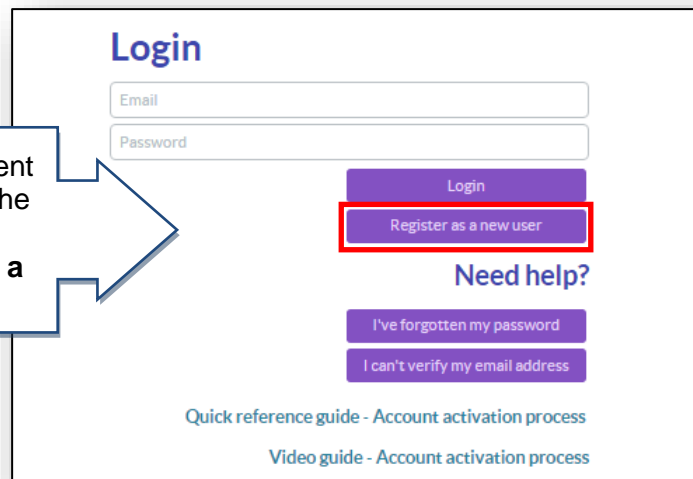# How do I register my child's account?

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
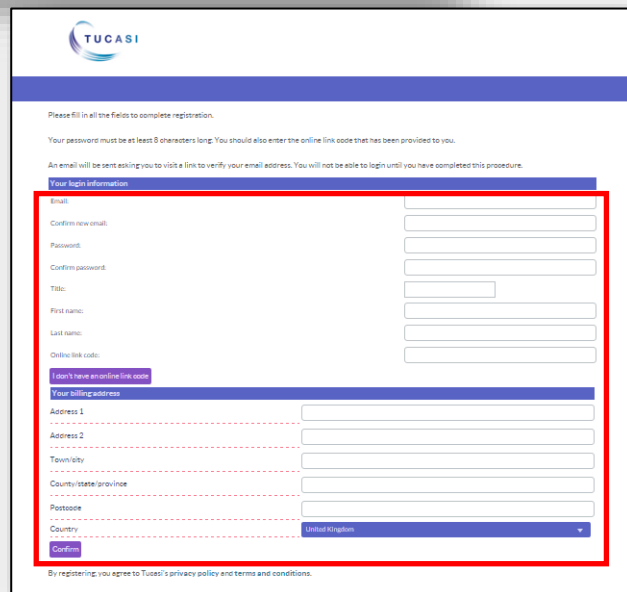
You **do not** need to register your child's account if you already have a Tucasi online payments account for a child at this or any other school.
Please refer to "*How do I link my children to my existing account*" section below.

Login

Email

Password

Login

Register as a new user

Need help?

I've forgotten my password

I can't verify my email address

Quick reference guide - Account activation process

Video guide - Account activation process

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.

TUCASI

Please fill in all the fields to complete registration.

Your password must be at least 8 characters long. You should also enter the 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:
Title:
First name:
Last name:
Online link code:

I don't have an online link code

Your billing address

Address 1
Address 2
Town/city
County/state/province
Postcode
Country   United Kingdom

Confirm

By registering, you agree to Tucasi's privacy policy and terms and conditions.

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 products | View basket | **Your info** | Parents' evening | Help

Mary Ackroyd
Tucasi School 1

Selected account :
Mary Ackroyd - Tucasi School 1 ▼

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

What is a link code?

Online link code:

[   ]

Link account

Your basket 🛒
Your basket is empty.

Account balances (€)

After School Club | £0.00
Breakfast Club | £0.00
Cafeteria account | £0.00
Dinner money | £2.00

How do I update my billing address details?

View products | View basket | **Your info** | Parents' evening | Help | Logout

Mary Ackroyd
Tucasi School 1

Selected account :
Mary Ackroyd - Tucasi School 1 ▼

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

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

Address

Modify your address with the following form.

Your billing address

Title	Mr
First name	Bob
st nal	Ackroyd Smith
	123 Street
Town/city	Town
County/state/province	County
Postcode	AB1 2CD
Country	United Kingdom ▼

Update address

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

Your basket 🛒
Your basket is empty.

Account balances (€)

After School Club | £0.00
Breakfast Club | £0.00
Cafeteria account | £0.00
Dinner money | £2.00
General pre-payment account | £0.00
Out of School Care | £0.00

Trip/event balances 💬

Jorvik Viking Centre | £15.00
London | £220.00
Music Tuition 2015/16 | £150.00

Quick links ☰

All Items

How do I change my login details?

1. Select Your info and Login Details

2. Update your details, then re-enter your current password 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

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 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**

2. Enter your Email and click **Reset password**. You will shortly receive an email with a link through which you will be able to set up your new password.