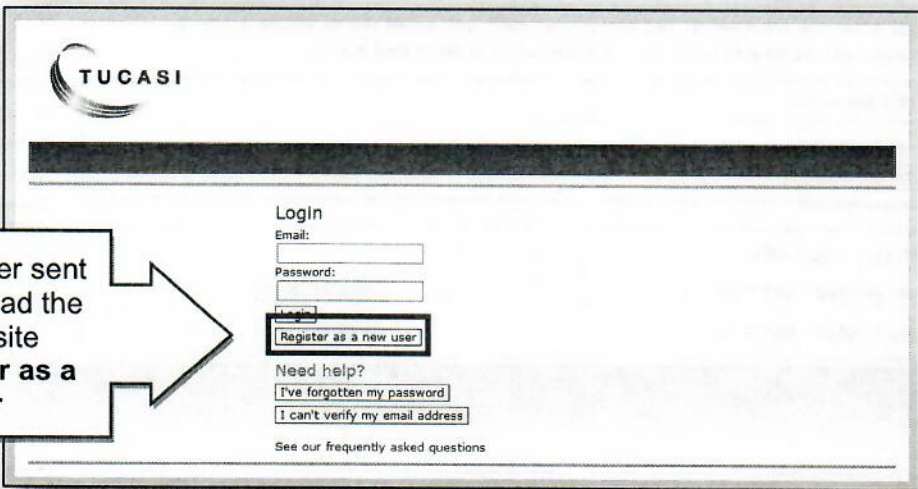


How do I register my child's account?

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.

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: United Kingdom ▾

You will receive an email with an activation link (this may go directly to your spam/junk email)

How do I change my login details?

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

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**

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