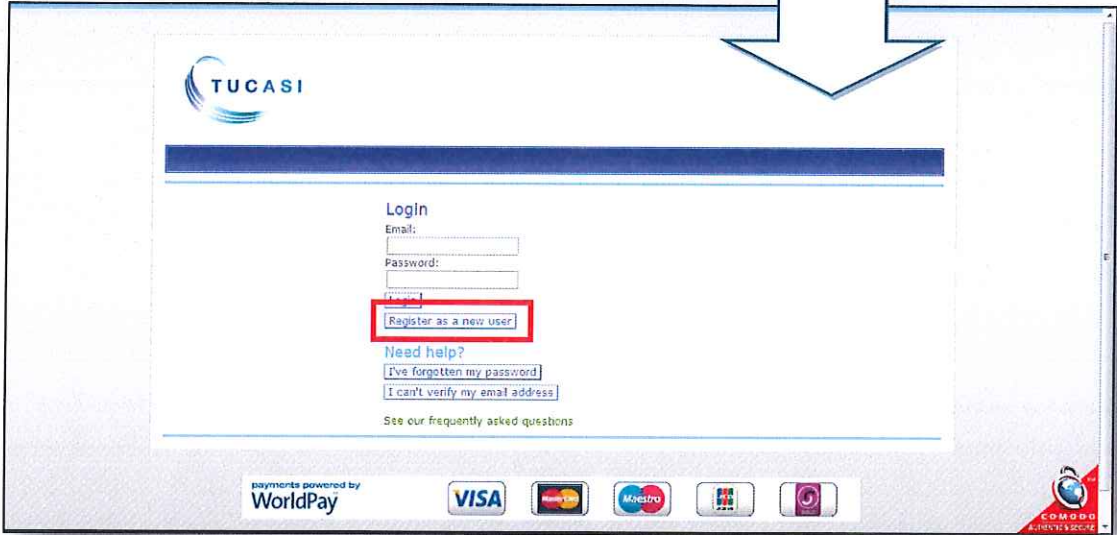


How do I register my child's account?

Important: 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**

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:	<input type="text"/>
Confirm new email:	<input type="text"/>
Password:	<input type="text"/>
Confirm password:	<input type="text"/>
First name:	<input type="text"/>
Last name:	<input type="text"/>
Online link code:	<input type="text"/>
Your billing address	
Address 1	<input type="text"/>
Address 2	<input type="text"/>
Town/city	<input type="text"/>
County/state/province	<input type="text"/>
Postcode	<input type="text"/>
Country	United Kingdom <input type="text"/>
Confirm	<input type="button" value="Confirm"/>

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 Account** and **Link Pupils**
Enter the link code for your other child/ren
in **Online Link Code** and click **Link Pupil**

2. Using the drop down you can
see all your children and move
between their different accounts

TUCASI

View Items **Your Account** Checkout Contact Current Pupil **Marc Ackroyd - Tucasi Training School**

[Address](#) | [Login Details](#) | [Link Pupils](#) | [Order History](#) | [Contact Preferences](#) | [Pay Agreements](#)

Link Pupils
Please enter the link code of the pupil you would like to link with this account. Once this is complete, you will be able to access the details of the pupils associated with this account.

Online Link Code:

Link Pupil

Pupils linked to this account

Mary Ackroyd - Tucasi Training School	Unlink account
Marc Ackroyd - Tucasi Training School	Unlink account

Your Basket
Your basket is empty.

Account Balances

Jorvik Viking Centre 2013	-£35.00
School Fund Donation 2013	£10.00
Music Lessons 2012/13	-£150.00
Breakfast Club	-£12.00
General pre-payment account	£0.00
Dinner Money	-£4.00
After School Club	-£4.00

How do I update my billing address details?

1. Select **Your Account** and **Address**

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

TUCASI

View Items **Your Account** Checkout Contact

[Address](#) | [Login Details](#) | [Link Pupils](#) | [Order History](#) | [Contact Preferences](#) | [Pay Agreements](#)

Your Account: Address
Modify your account's address with the following form.

Your Billing Address

First Name:	Bill
Last Name:	Ackroyd
Address 1:	27 Springfield Avenue
Address 2:	Kempston
City:	Bedford
County:	Bedfordshire
Postal Code:	MK11 8NN
Country:	United Kingdom

Update Address

How do I change my login details?

1. Select Your Account and Login Details

2. Update your details and click Update

TUCASI

View Items | **Your Account** | Checkout | Contact

[Address](#) | **[Login Details](#)** | [Link Pupils](#) | [Order History](#) | [Contact Preferences](#) | [Pay Agreements](#)

Your Account: Login Details

Change your account login information with this form.

Email:

Confirm Email:

Password:

Confirm Password:

First Name:

Last Name:

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?

[See our frequently asked questions](#)