

Dear Parent/Carer

## SCOPAY Online Payments - Confidential Account Access Information

We are delighted to welcome you to the **SCOPAY Online Payment** system at our school. The system will allow you to view balances and pay for School dinners online without the need to send cash or cheques into school.

You can use the same online account to link any children you have at this school and to link children at other schools using the **Tucasi** secure **scopay.com** system. If you have received more than one account access letter because you have multiple children at this school, create your online account as below for the first child and then link the second child using the instructions in the **I already have a scopay.com account** section.

### I don't yet have a scopay.com account:

Visit **www.scopay.com/claveringpri** and **Register as a New User**. Follow the instructions on the screen to enter your details and add the unique online **link code** for «FirstName» when prompted. If you need assistance creating your account, there are help guides on the login page.

### I already have a scopay.com account for another child:

Log on to your existing account using your username (email address) and password. Select **Your Info** then **Link Accounts**. Enter the unique online **Link Code** above to add «FirstName»'s account. Their name will then appear in the dropdown on the right hand side of the screen.

**Note:** You only need your online link code when registering. It is no longer needed once your account has been activated. If you require a second link code (for another parent, relative or carer to create an account), please request this from school.

We hope you find this method of payment easy and convenient. Please contact the school if you require any further assistance.

Yours sincerely

School Office

