# 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.
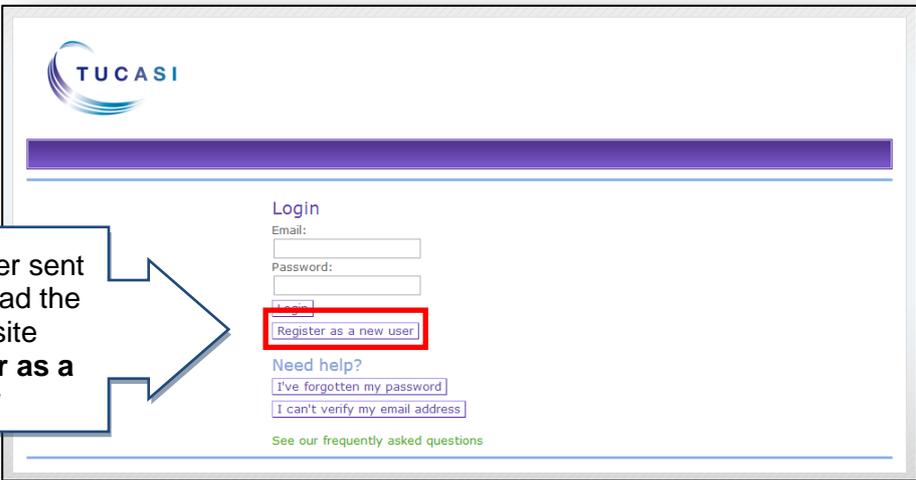
1. Using the letter sent by the school load the scopay website Select **Register as a new user**
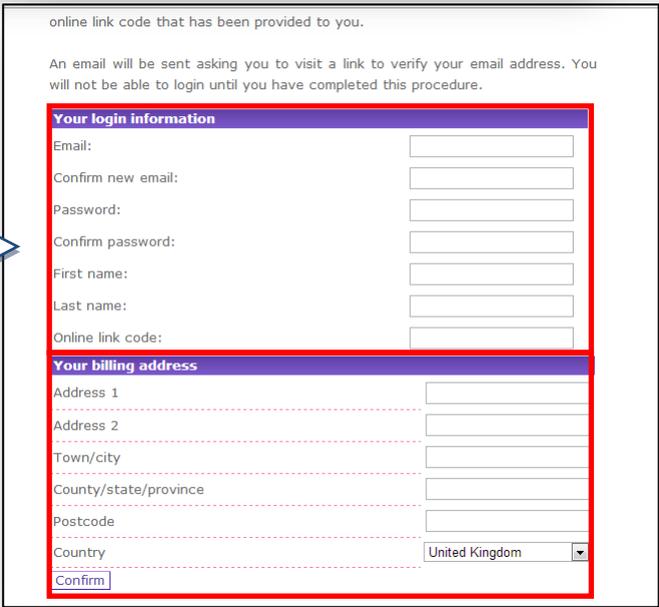
2. Enter your email and password details Enter the link code provided in the letter Now enter your billing details and click **Confirm**

Note: Online link code is for **one time use only**. It is no longer needed once the account has been activated.

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

How do I update my billing address details?

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

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

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View items | View baske | Your info | Contact   Selected ac

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

Address

Modify your address with the following form.

Your billing address
First name	Alex
Last name	Ackroyd
Address 1	123 Street
Address 2	
Town/city	Town
County/state/province	
Postcode	YO1 2AB
Country	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**

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 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

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Login
Email:

Password:

Login
Register as a new user

Need help?
I've forgotten my password
I can't verify my email address

See our frequently asked questions