

Internet Payments - How to Register

These instructions will help you to create an account to make online payments. You can use this same account for any children you may have at this school, and for children at other schools where the same online payment system is used.

Simply create the online account by following steps 1 to 8 below. Link your child(ren) to this account by following steps 9 to 15 below. The school will provide a separate online Link Code for each child.

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

Online Link Code for «FirstName» «LastName»: «eUsername»

1. Open a web browser (e.g. Internet Explorer or Google Chrome) and go to **www.scopay.com/school**.
2. Click on **Register as a new user**.
3. Enter your **Email address** and a **Password** of your choice.
4. Confirm the **Password**.
5. Enter the **Online Link Code** provided above (*you must enter the code exactly as it appears above*).
6. Enter the rest of the billing details to match your debit card and click on **Confirm**.
7. An email will then be sent to your email address asking you to click (or copy and paste) a link to verify your email address and activate your account. You will not be able to make any payments until you have completed this procedure.
8. Log on to your email account and **click on the link** to activate the account (if the email doesn't appear in your Inbox, please check your Junk Email folder).

If your son/daughter has any siblings, please link the sibling accounts as follows (you will need a separate online Link Code for each sibling):

9. Go to **www.scopay.com/school**.
10. Log in using your email address and password created above.
11. At the top of the screen, click on **Your info**.
12. Click on **Link accounts**.
13. Enter the **Online link code** for the sibling provided by school.
14. Click on **Link account**.
15. You will now be able to make payments for any students linked to this account.

If you need help using the Internet Payments system there is a User Guide on our school website at the following address: **www.schoolname.co.uk/link**.

Please contact the school finance team, if you require any further assistance:

Tel: 01200 414007 Email: finance@crgs.org.uk