

HOW TO LINK YOUR CHILD TO AN EXISTING SCOPAY ACCOUNT

❶ If you already have a SCOPAY account for a child at this school or at another school, or for yourself if you are staff, it is not necessary to create a new account.



LOGIN

Email Address

Password

LOGIN

Step 1
Go to the www.scopay.com website or SCOPAY MobileApp and login with your email address and password

BASKET ALERTS 0 **YOUR INFO** LOGOUT

Step 2
Tap on **YOUR INFO** at the top right of the screen

Step 3
Tap on **LINK ACCOUNTS** and enter the Online link code for the new child/pupil

SCOPAY VIEW PRODUCTS PARENTS' EVENING LETTINGS HELP BASKET ALERTS 0 YOUR INFO LOGOUT

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SCOPAY School

LINK ACCOUNTS

- ADDRESS
- LOGIN DETAILS
- LINK ACCOUNTS**
- PAYMENT HISTORY
- ALERT CONFIGURATION
- GIFT AID
- PAYMENT AGREEMENTS

Please enter the link code of the account to which you would like to create a link. Once be able to access the details of each associated account.

> [What is a link code?](#)

Online link code:

LINK ACCOUNT

Once linked, to switch between each child, tap on the child's name at the top of the screen and select another child.