SCOPAY

GUIDE FOR PARENTS

RECURRING PAYMENTS ON SCOPAY

This Guide provides help with the following items which can be used when paying your **School Fund Contributions**.

- Save Bank Card details with Future Pay for one-off payments.

- Setting up repeat payments for the School Fund.

- How to view saved card details or repeating payments.

- How to remove saved card details or cancel repeating payments.

You might see slight variations to the SCOPAY layout depending on the type and size of screen you are using.

CONNECTING PARENTS TO SCHOOL
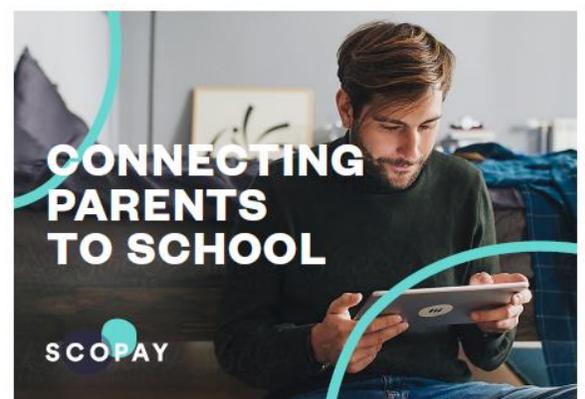
SCOPAY

SAVE BANK CARD DETAILS WITH FUTUREPAY

ⓘ For School Fund payments, card details can be saved to make the
checkout process faster next time.
Carry out the process below to save your card details.

Step 1
Go to the
www.scopay.com website

or SCOPAY MobileApp

and login with your email
address and password

SCOPAY

LOGIN

Email Address

Password

LOGIN

Step 2

Enter the amount you want to pay for the
School Fund item and add to your Basket.

Go to Your Basket.

ⓘ If you don't see
PAYMENT PROCESSOR: FUTUREPAY
you won't have the option to save card
details or set up repeating payments.
Contact your school for further information.

YOUR BASKET

PAYMENT PROCESSOR: FUTUREPAY

	Qty.	Name	For	Total		
EDIT DELETE	1	School Fund	Marc Ackroyd	£10.00		**TOTAL**
						£10.00
			Subtotal:	£10.00		
						CHECKOUT

Step 3
Tap on CHECKOUT

SAVE YOUR CARD DETAILS WITH FUTUREPAY

PAYMENT OPTIONS

Make a one-off payment for the selected items

○ Pay using a credit/debit card

○ Pay using card details saved with FuturePay

◉ Pay using a credit/debit card and save your card details with FuturePay

Save the card details as:

Karen Ackroyd Mastercard

Step 1

Tap Pay using a credit/debit card and save your card details with FuturePay

Step 2

Enter a reference for your credit/debit card

○ ....or the selected items, using a FuturePay agreement

WHAT IS FUTUREPAY?

FuturePay is part of WorldPay, the largest payment processor in the UK. Any card details used in the transaction will be stored securely by WorldPay.

CONFIRM PAYMENT DETAILS

Step 3

Tap **CONFIRM PAYMENT DETAILS**

SET UP REPEATING PAYMENTS WITH FUTUREPAY

ⓘ For schools using WorldPay with FuturePay, repeating payments can be set up for items such as school meals.

Follow Steps1 -3 on Page 2 and then carry out the process below to set up repeating payments
Go to Page 2

PAYMENT OPTIONS

Step 1
Tap Make recurring automatic payments for the selected items, using a FuturePay agreement

◯ Make a one-off payment for the selected items

◉ Make recurring automatic payments for the selected items, using a FuturePay agreement

Make

continuous

payments for these items.
Pay for these items every

1

weeks

Step 2
Select the required options

starting on   02/06/2019
Enter a payment reference:

Marc canteen payment

WHAT IS FUTUREPAY?

FuturePay is part of WorldPay, the largest payment processor in the UK. Any card details used in the transaction will be stored securely by WorldPay.

CONFIRM PAYMENT DETAILS

Step 3
Tap **CONFIRM PAYMENT DETAILS**

Check your address details match your cards' billing address.

Step 1

Confirm your billing address. Tap [EDIT ADDRESS] to make any changes.

ⓘ *The billing address must match the address of the bank card you will use for online payments.*

Step 2

Tap **Tick here to save your address details for next time:**

Step 3

Tap [PROCESS PAYMENT]

CHECKOUT: ENTER PAYMENT AND CONTACT INFORMATION

Please confirm your address for payment. This address must be the same as your billing address for your credit/debit card.

MrBobbyAckroyd
221b Baker Street
Holywell
Flintshire
CH8 7BP
GB

[EDIT ADDRESS]

Tick here to save your details for next time: ☐

[PROCESS PAYMENT]

WorldPay

Help   FAQs   Security

Secure Payment Page

TEST MODE - This is not a live transaction.

Please review your purchase details, then select a payment method to continue.

Select language   English ⌄ ▶

Choose currency   £10.00 (Pounds Sterling) ⌄ ▶
Recurring Payments
Description   Purchases at SCOPAY School (ref 936/5202)
Amount   £10.00

Select your payment method   ?

Diners   Mastercard   Visa   Amex   Maestro   JCB

Cancel ✕

payments powered by   For help with your payment visit the: WorldPay Help.
WorldPay

WorldPay (UK) Limited © 2012

Step 4

Tap the payment method

WorldPay

Help   FAQs   Security

Secure Payment Page

Regular FuturePay Agreement
Description
Amount now due
Date of first payment
Individual payments
Number of payments
Interval between payments
Agreement cancellation possible

Step 5
Complete the Regular FuturePay Agreement details

FuturePay Administration   ❓

Have you used **WorldPay** before? Login here to retrieve your details.
Have your username and password ready.

Username
Password

LOG IN ▶

Card details   ❓

You must fill in fields marked with *

* Card number
* Security code
* Expiry date   ▼ / ▼
* Cardholder's name

Cardholder details   ❓

You must fill in fields marked with *

* Address 1
  Address 2
  Address 3
* Town/City
  Region
* Postcode/Zip code
* Country   United Kingdom ▼
  Telephone
  Fax
* Email address

⊙ START AGAIN   ☑ **MAKE PAYMENT** ✔
⊗ CANCEL

Step 6
Tap **MAKE PAYMENT** and complete the transaction

Refunds and Returns

For more information visit our Refunds and Ret...

payments powered by
WorldPay   For help with y...

© 2011 WorldPay (UK) Limited

HOW TO VIEW SAVED CARD DETAILS
OR REPEATING PAYMENTS

Step 1
Tap on **YOUR INFO**
at the top right
of the screen

Step 2
Tap on
**PAYMENT
AGREEMENTS**

HOW TO REMOVE SAVED CARD DETAILS
OR CANCEL REPEATING PAYMENTS

Step 1
Tap on **REMOVE** next
to the agreement you
wish to cancel

ⓘ   If you need help with SCOPAY or for further enquiries,
please contact the School Office at your child's school.