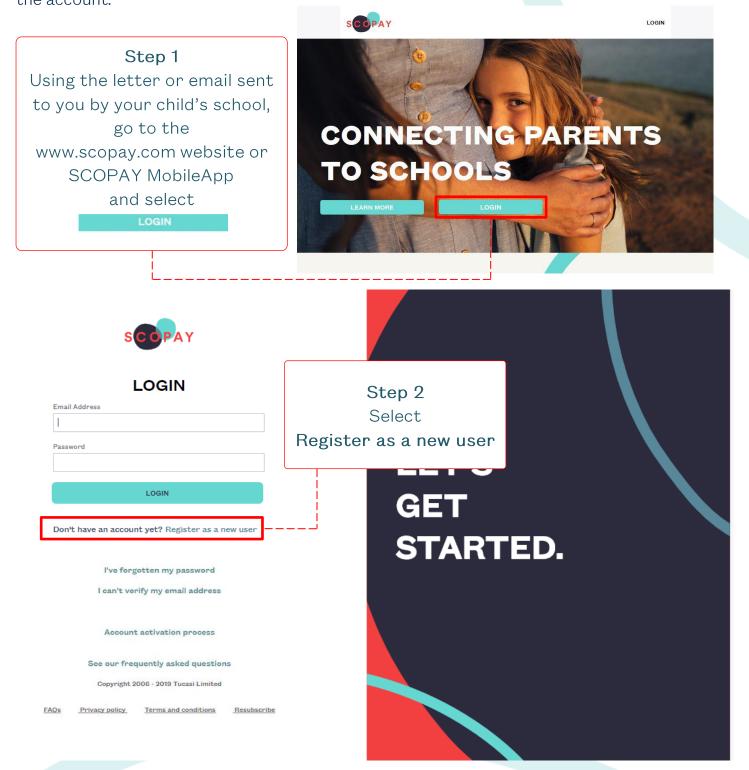# HOW TO REGISTER YOUR CHILD'S SCOPAY ACCOUNT

ⓘ If you already have an account for a child at this school or at another school, it is not necessary to create a new account. Simply refer to the section below How to link your child to an existing SCOPAY account.

To enable you to register your child's SCOPAY account you will need a letter or email from your school with a unique Link Code. You will also need an active email address. Once your account is created, you will receive an email with a link which will enable you to verify the account.

Step 1
Using the letter or email sent to you by your child's school, go to the www.scopay.com website or SCOPAY MobileApp and select

LOGIN

Step 2
Select
Register as a new user

REGISTER

Please fill in all the fields to complete registration.

Your password must be at least 8 characters long. You should also enter the online link code that has been provided to you.

An email will be sent asking you to visit a link to verify your email address. You will not be able to login until you have completed this procedure.

YOUR LOGIN INFORMATION

Email:

Confirm new email:

Password:

PASSWORD MUST CONTAIN:
✘ At least 8 characters
✘ At least 1 lower case letter
✘ At least 1 upper case letter
✘ At least 1 number

Confirm password:

By registering, you agree to Tucasi's privacy policy and terms and conditions.

Title: First name: Last name:

Online link code:

I don't have an online link code Register without one

YOUR BILLING ADDRESS

Address 1

Address 2

Town/city

County/state/province   Postcode

Country

United Kingdom ▼

CONFIRM

USEFUL NOTES

Enter your full **Email address**.

Enter your full email address again to verify that you have typed it correctly.

Enter a **Password** which contains:

✓ At least 8 characters (letters or numbers)
✓ At least 1 lower case letter
✓ At least 1 upper case (capital) letter
✓ At least 1 number

Enter the Password again to verify that you have typed it correctly.

Enter your **Title** (Mr, Mrs, Miss, Ms, Dr) **First name** and **Last name**

Enter the **Online link code** provided by your school (copy and paste the link code if it was emailed to you).

Note that the Online link code is for one time use only. It is no longer needed once your account has been activated. If you require a second link code for another parent or carer, please contact the school.

Enter your full **Billing Address.**
The billing address must match the address of the bank card you will use for online payments.

Tap on   CONFIRM

You will receive an email with an activation link. Tap on the link to verify the account. If you don't receive the email, check your Spam or Junk folder.