

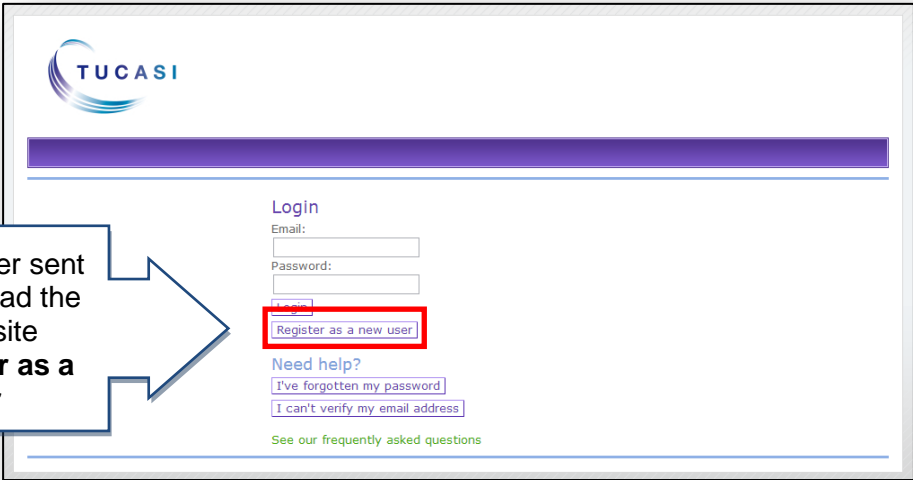
## How do I register my child's account?

### 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>

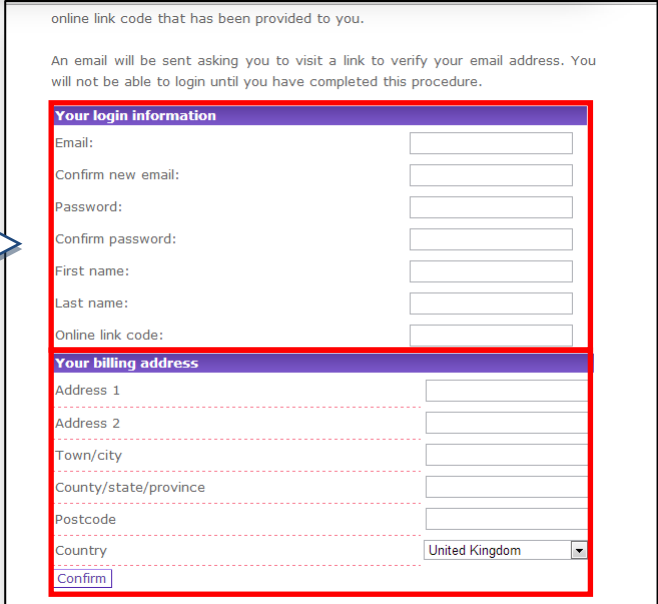
You **do not** need to register your child's account if you already have a Tucasi online payments account for a child at this or any other school. Please refer to "How do I link my children to my existing account" section below.

1. Using the letter sent by the school load the scopay website  
Select **Register as a new user**



The screenshot shows the Tucasi website's login page. It features the Tucasi logo at the top left. Below the logo is a horizontal purple bar. The main content area is titled "Login" and contains two input fields for "Email:" and "Password:". Below these fields is a "Login" button. A red box highlights the "Register as a new user" link. Underneath, there are links for "Need help?", "I've forgotten my password", and "I can't verify my email address". At the bottom, there is a link for "See our frequently asked questions".

2. Enter your email and password details  
Enter the link code provided in the letter  
Now enter your billing details and click **Confirm**



The screenshot shows the registration form. At the top, it says "online link code that has been provided to you." followed by "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." The form is divided into two main sections, both highlighted with red boxes: "Your login information" and "Your billing address".

**Your login information** section includes:

- Email:
- Confirm new email:
- Password:
- Confirm password:
- First name:
- Last name:
- Online link code:

**Your billing address** section includes:

- Address 1:
- Address 2:
- Town/city:
- County/state/province:
- Postcode:
- Country:

At the bottom of the form is a "Confirm" button.

**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	<b>Unlink account</b>
Mary Ackroyd - UAT School 1	<b>Unlink account</b>

### 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
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## How do I update my billing address details?

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

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

**TUCASI**

View items | View basket | **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	<input type="text" value="Alex"/>
Last name	<input type="text" value="Ackroyd"/>
Address 1	<input type="text" value="123 Street"/>
Address 2	<input type="text"/>
Town/city	<input type="text" value="Town"/>
County/state/province	<input type="text"/>
Postcode	<input type="text" value="YO1 2AB"/>
Country	<input type="text" value="United Kingdom"/>

**Update address**

# How do I change my login details?

1. Select **Your info** and **Login details**

The screenshot shows a navigation bar with 'View items', 'View basket', 'Your info', and 'Contact'. Below it, a menu contains 'Address', 'Login details', 'Link accounts', 'Payment history', 'Contact preferences', and 'FuturePay agreements'. The 'Login details' link is highlighted with a red box. The main content area is titled 'Login details' and includes a warning about changing email, fields for 'New email', 'Confirm new email', 'New password', 'Confirm new password', 'Current name: Alex Ackroyd', 'First name', 'Last name', and 'Current password'. An 'Update' button is highlighted with a red box at the bottom.

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**

The screenshot shows the 'Your info' navigation bar and a menu with 'Contact preferences' highlighted in a red box. The page title is 'Contact preferences' and the instruction is 'Set the preferred method of contact by UAT School 1.'. Fields include 'Email address: example@tucasi.com', 'Home phone number', 'Mobile phone number', and 'Contact preference' with radio buttons for 'Email', 'Letter', 'Text message or email', and 'Text message or letter'. An 'Update' button is highlighted with a red box at the bottom.

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

TUCASI

Login

Email:

Password:

Need help?

[I've forgotten my password](#)

[I can't verify my email address](#)

[See our frequently asked questions](#)