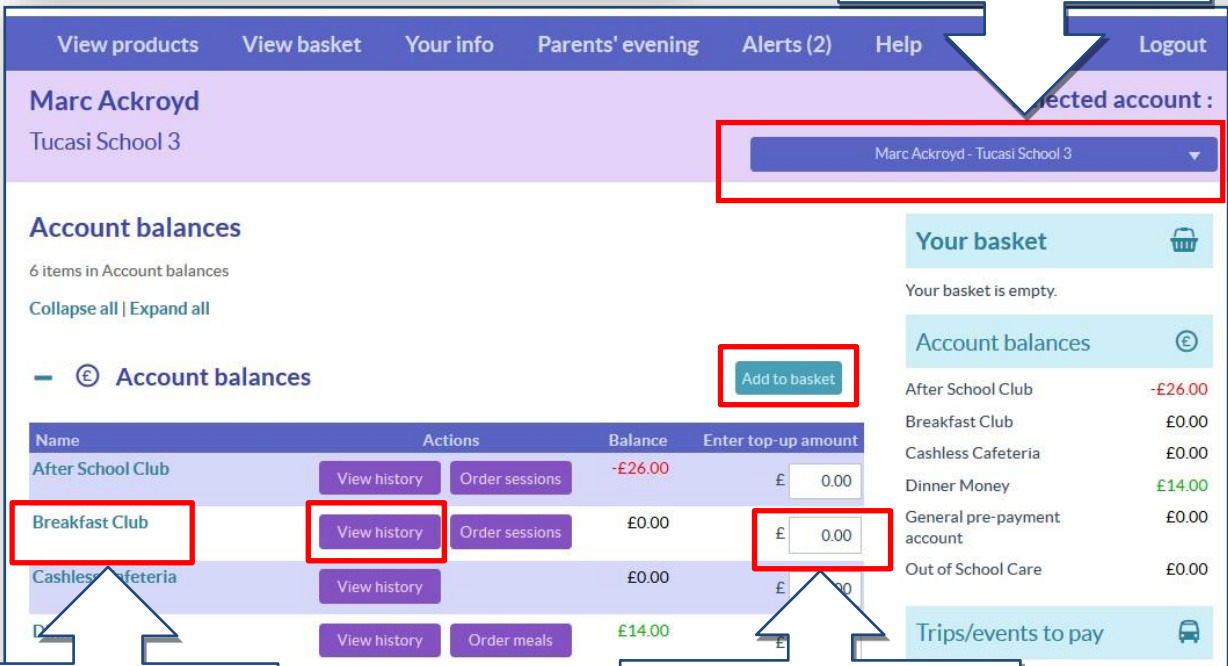


How do I add items to my basket?

Important: you must register before you can purchase an item online. Your school will provide you with a letter explaining the registration process.

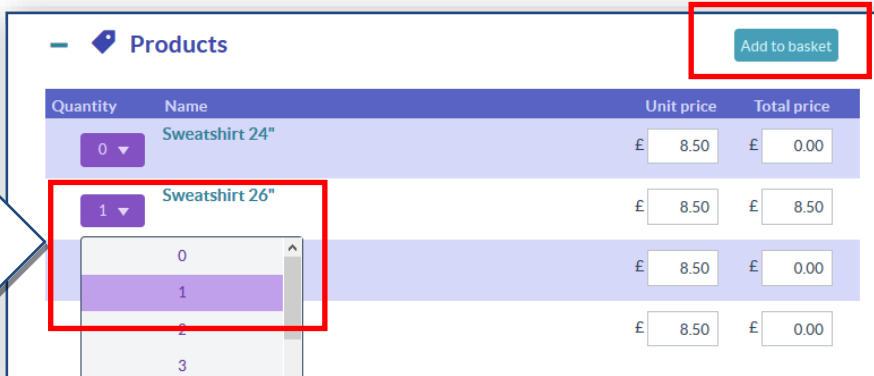
1. Login to your account at www.scopay.com and select the pupil you wish to make a purchase for.



You can click on the **item name** or the **View history** button to view further details

2. Top up an item by **entering the amount** you wish to pay, and **Add to basket**

3. If it's a product you want to purchase choose the **quantity** and **Add to basket**



How do I go to the checkout?

1. Click on **View basket** which is displayed on the right-hand side of the screen

Selected account :
Marc Ackroyd - Tucasi School 3

Your basket

Book bag Marc Ackroyd
Total: £3.00

Water bottle Marc Ackroyd
Total: £2.00

Subtotal: £5.00
View basket

2. Check the items in your basket, edit or delete if necessary and click on **Checkout**

Your basket

	Qty.	Name	For	Total
Edit Delete	1	Book bag	Marc Ackroyd	£3.00
Edit Delete	1	Water bottle	Marc Ackroyd	£2.00
			Subtotal:	£5.00

Continue shopping Go back to view products.

Checkout Pay for the items in your basket.

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.

Your billing address

Title

First name

Last name

Address 1

Address 2

Town/city

County/state/province

Postcode

Country

Click here to save your details for next time.

Process payment

3. Enter your payment contact information and click on **Process payment** screen

NB The payment page may look different to this example if your child's school uses a different local authority payment gateway

Portsmouth CITY COUNCIL

Home Payment Help Cancel

VISA MASTERCARD AMEX VISA VISA

All fields marked * are mandatory

Amount £1.00

Card Number*

Expiry Date* /

Security Code*

Reset Back Continue

Note: Clicking on the links below will open a new browser window.

MasterCard. Verified by Visa. Trustwave

4. Enter your card details and click **Continue**

5. Confirm the cardholder's details and click **Continue**

Portsmouth CITY COUNCIL

Home Payment Help Cancel

Additional Information

All fields marked * are mandatory

Cardholder's Name*

Address 1

Address 2

Address 3

Country

Country

Postcode

E-Mail

Confirm E-Mail

Reset Back Continue

6. Review the details of your purchase. Click **Make Payment** to complete the transaction

Portsmouth CITY COUNCIL

Home Payment Help Cancel

WARNING - This website is for internal testing only. You cannot buy or pay for goods or services here.

Payment Confirmation Page

You are about to make a payment for the transaction shown below. Please check that these details are correct and then either click on the "Make Payment" button to continue with your payment or click on "Back" if any details need to be amended. Once you click on "Make Payment" your transaction will be authorised on-line. This will typically take about six seconds but various factors can affect the actual time taken. Please refrain from clicking on any other browser buttons or navigating to other sites while this process takes place. If the process stops responding for any reason then we recommend that you simply close your browser.

Purchase Details

Please check that the purchase details below are correct.

Description	Reference	Name	Price
Dinner money	1430	Mr Samuel Jackson	£1.00
Total			£1.00

Card Details

Please check that your card details are correct

Card Number *****1111
Cardholder Mr Samuel Jackson
Expiry Date 11/22

Back Make Payment

Once your payment has been authorised you will receive an email confirming your purchase. (Remember to check your spam/junk email)

View products View basket **Your info** Parents' evening Alerts (0) Help Logout

Marc Ackroyd Selected account :
Tucasi School 3 Marc Ackroyd - Tucasi School 3

Address | Login details | Link account | **Payment history** | Alert configuration | Contact preferences | Gift Aid | Payment agreements

Payment details
Please keep this receipt for your records. [View printer friendly version](#)

Payment information
Transaction number: 100000003
Date placed: 16 May 2014 16:13
Status: COMPLETE

Billing information
123 Street
, YO1 2AB
GB
afr@tucasi.com

Item	For	Price	Quantity	Total
Dinner Money	Marc Ackroyd	£10.00	1	£10.00
Polo Shirt 28"	Marc Ackroyd	£8.50	1	£8.50
Totals				Total: £18.50

Payment status
Paid online WorldPay

Your receipt history can be view via your scopay.com account.

Select **Your info** and **Payment history**.

Double click any transaction to view the receipt.

Support

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

If you have any questions please also refer to **See our frequently asked questions** link on the online payments login screen.