

Confidential Online Payment Access Information

We are delighted to welcome you to the Greatham Primary School online payment system. This allows you to make payments to our school using the Internet.

Follow the instructions below to create an online payment account using the following Online Link Code. Please note that if you have an account for a child already using the Tucasi's online payment system, even if this is at another school, skip to step 9 to add yourself this account using the Online Link Code below.

1. Open a web browser (e.g. Internet Explorer or Google Chrome) and go to **www.scopay.com/greatham**.
2. Click on **Create New Account**.
3. Enter your **Email address** and a **Password** of your choice.
4. Confirm the **Password**.
5. Enter the **Online Link Code** provided above (*you must enter the code exactly as it appears above*).
6. Enter the rest of the billing details to match your credit or debit card and click on **Confirm**.
7. An email will then be sent to your email address asking you to click (or copy and paste) a link to verify your email address and activate your account. You will not be able to purchase any products until you have completed this procedure.
8. Log on to your email account and **click on the link** to activate the account (if the email doesn't appear in your Inbox, you should check your Junk Email folder).

If you have any children using online payments, you can link the children to this account (you will need a separate Online Link Code for each child):

9. Go to **www.scopay.com/greatham**.
10. Log in using your email address and password created above.
11. At the top of the screen, click on **Your account**.
12. Click on **Link accounts**.
13. Enter the **Online link code** for the child provided by school.
14. Click on **Link accounts**.
15. You will now be able to make payments for any pupils linked to this account.

If you need help using the Internet Payments system there is a User Guide available from the school office.

Please contact the school if you require any further assistance.