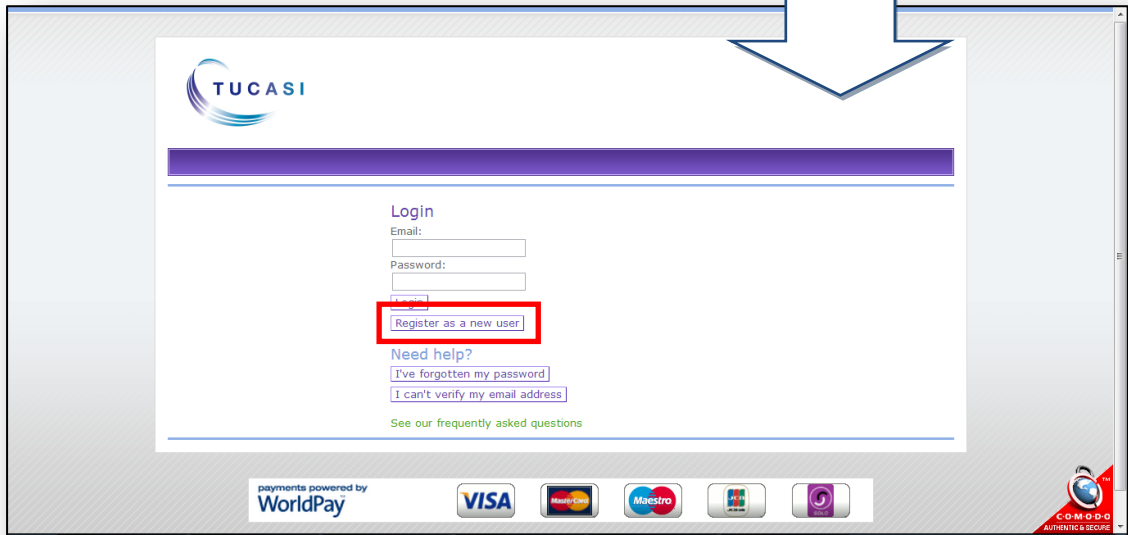


## How do I register my child's account?

**Important:** 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**



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

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:	<input type="text"/>
Confirm new email:	<input type="text"/>
Password:	<input type="text"/>
Confirm password:	<input type="text"/>
First name:	<input type="text"/>
Last name:	<input type="text"/>
Online link code:	<input type="text"/>
Your billing address	
Address 1	<input type="text"/>
Address 2	<input type="text"/>
Town/city	<input type="text"/>
County/state/province	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text" value="United Kingdom"/>
<input type="button" value="Confirm"/>	

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 Account** and **Link Pupils**  
Enter the link code for your other child/ren  
in **Online Link Code** and click **Link Pupil**

2. Using the drop down you can  
see all your children and move  
between their different accounts

**TUCASI**

View Items **Your Account** Checkout Contact Current Pupil: Marc Ackroyd - Tucasi Training School

[Address](#) | [Login Details](#) | **[Link Pupils](#)** | [Order History](#) | [Contact Preferences](#) | [Pay Agreements](#)

### Link Pupils

Please enter the link code of the pupil you would like to link with this account. Once this is complete, you will be able to access the details of the pupils associated with this account.

Online Link Code:

[Link Pupil](#)

#### Pupils linked to this account

Mary Ackroyd - Tucasi Training School	<a href="#">Unlink account</a>
Marc Ackroyd - Tucasi Training School	<a href="#">Unlink account</a>

#### Your Basket

Your basket is empty.

#### Account Balances

Jorvik Viking Centre 2013	-£35.00
School Fund Donation 2013	£10.00
Music Lessons 2012/13	-£150.00
Breakfast Club	-£12.00
General pre-payment account	£0.00
Dinner Money	-£4.00
After School Club	-£4.00

## How do I update my billing address details?

1. Select **Your Account** and **Address**

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

**TUCASI**

View Items **Your Account** Checkout Contact

[Address](#) | [Login Details](#) | [Link Pupils](#) | [Order History](#) | [Contact Preferences](#) | [Pay Agreements](#)

### Your Account: Address

Modify your account's address with the following form.

#### Your Billing Address

First Name:	<input type="text" value="Bill"/>
Last Name:	<input type="text" value="Ackroyd"/>
Address 1:	<input type="text" value="27 Springfield Avenue"/>
Address 2:	<input type="text" value="Kempston"/>
City:	<input type="text" value="Bedford"/>
County:	<input type="text" value="Bedfordshire"/>
Postal Code:	<input type="text" value="MK11 8NN"/>
Country:	<input type="text" value="United Kingdom"/>

[Update Address](#)

## How do I change my login details?

1. Select **Your Account and Login Details**

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

The screenshot shows the TUCASI website interface. At the top, the TUCASI logo is visible. Below it is a navigation bar with links: View Items, Your Account (highlighted in red), Checkout, and Contact. Underneath the navigation bar is a secondary navigation bar with links: Address, Login Details (highlighted in red), Link Pupils, Order History, Contact Preferences, and Pay Agreements. The main content area is titled 'Your Account: Login Details' and includes the instruction 'Change your account login information with this form.' Below this is a form with the following fields: Email (ipmdemo@tucasi.com), Confirm Email (ipmdemo@tucasi.com), Password (masked with dots), Confirm Password (masked with dots), First Name (Bill), and Last Name (Ackroyd). The 'Update' button at the bottom of the form is highlighted in red.

## 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.

The screenshot shows the TUCASI login screen. At the top, the TUCASI logo is visible. Below it is a navigation bar. The main content area is titled 'Login' and includes the following fields: Email, Password, and a 'Login' button. Below the 'Login' button is a link 'Register as a new user'. At the bottom of the login section is a link 'Need help?' which is highlighted in red. Below 'Need help?' are two links: 'I've forgotten my password' (highlighted in red) and 'I can't verify my email address'. At the very bottom of the page is a link 'See our frequently asked questions'.