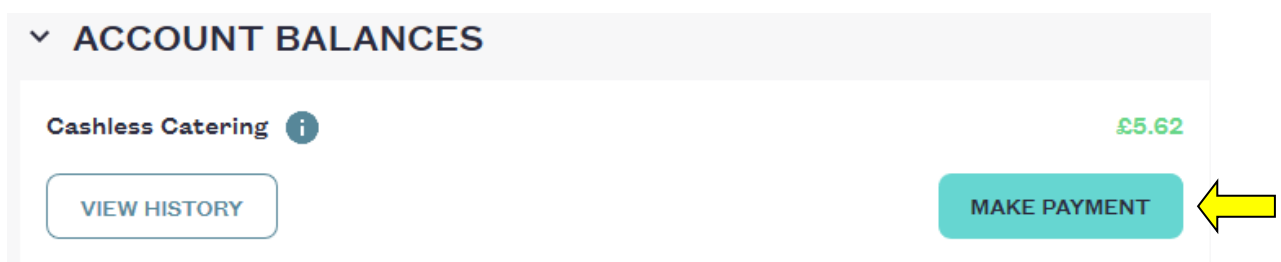## User Guide – Scopay online payments website

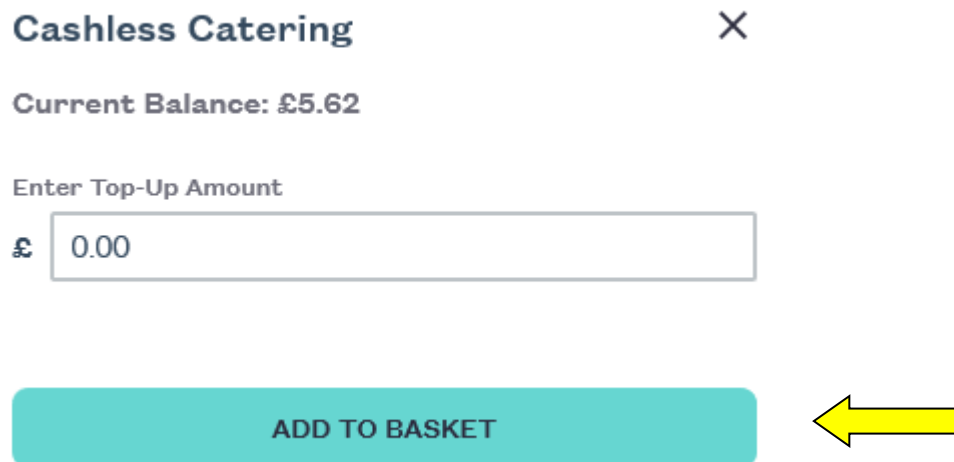### Topping up your child's dining card

Using the Website (see below for how to use the App)

1. Log in to www.scopay.com/archbishoptemple with your email address and password.

2. On the main page (View Products) you will see Account Balances for your child. The Cashless Catering balance shows how much money is on their dining account. Click on MAKE PAYMENT

3. Enter the amount you would like to top-up in the white box and click 'Add to basket'.
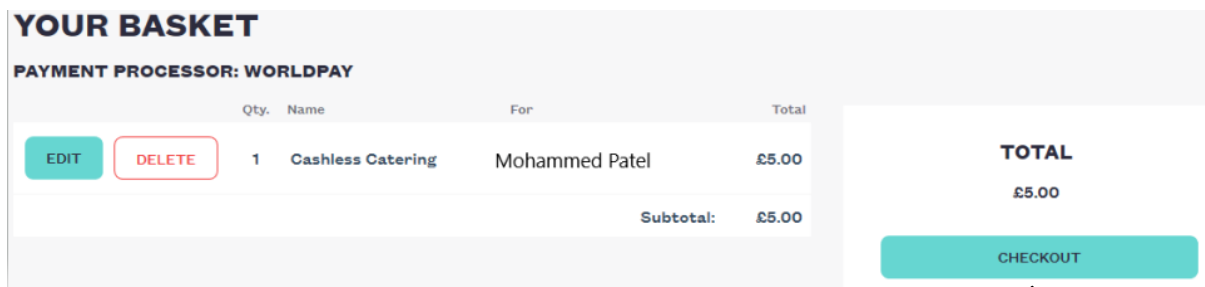

4. A message will tell you Cashless Catering was added to your basket. Your basket (top right-hand side) will show 1:   🧺 BASKET

N.B. If you would like to top-up another of your children's dining cards, switch between them by using the drop-down arrow next to your child's name at the top of the screen.

CHILD 1 ▾

Archbishop Temple School

Child 2 - Archbishop Temple School

Child 1 - Archbishop Temple School
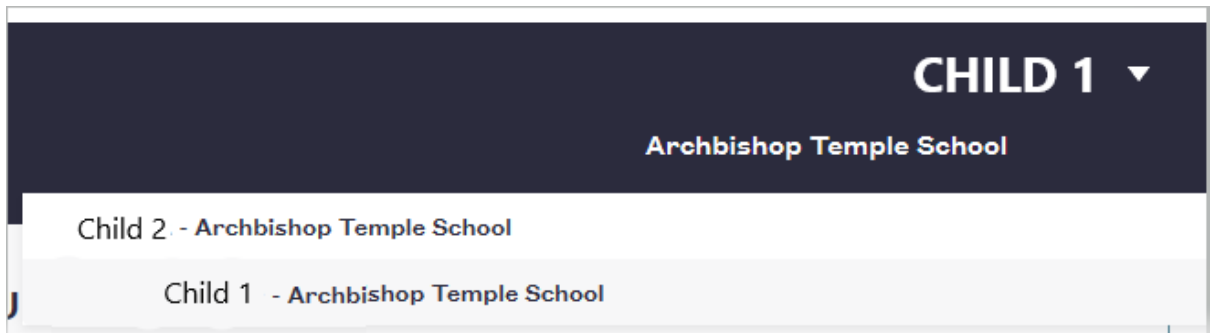
Then repeat step 3 to add money to their account. This will be added to the same basket, giving a subtotal for both children. Your basket will show 2.

5. Click on your Basket (top right). This will show you all the items you are about to pay for. You can **edit** or **delete** the payment(s), or **checkout** to pay.

YOUR BASKET

PAYMENT PROCESSOR: WORLDPAY

	Qty.	Name	For	Total	
EDIT DELETE	1	Cashless Catering	Mohammed Patel	£5.00	**TOTAL** £5.00
			Subtotal:	£5.00	CHECKOUT

6. Click to Checkout.
7. Check your billing details. Click to EDIT if required. This may be filled in automatically if you entered your details when registering.

Please confirm your address for payment. This address must be the same as your billing address for your credit/debit card.

Mr Amir Patel
10 Main Street
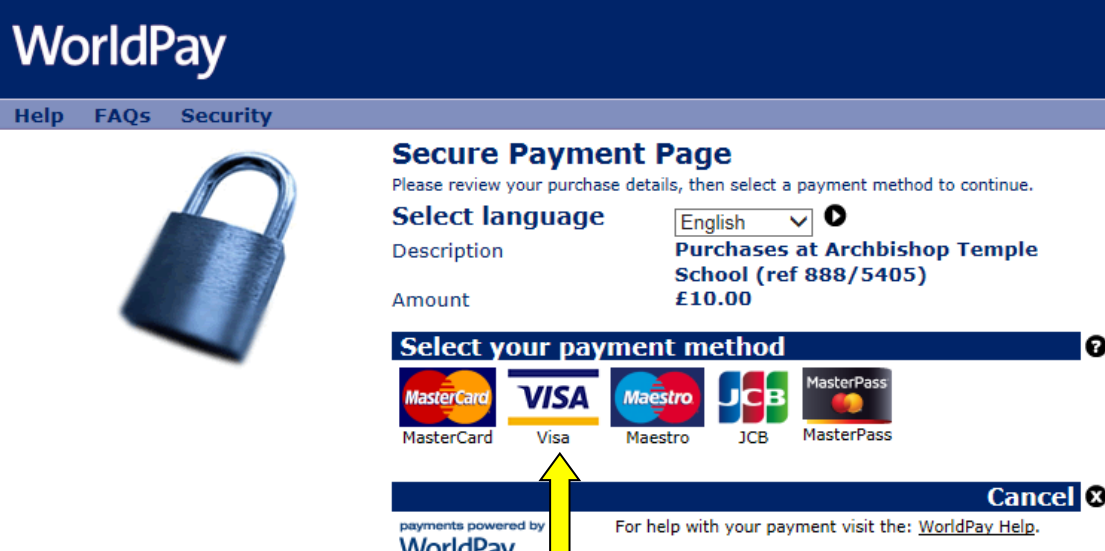Preston
Lancashire
PR1 1AB
GB

EDIT ADDRESS

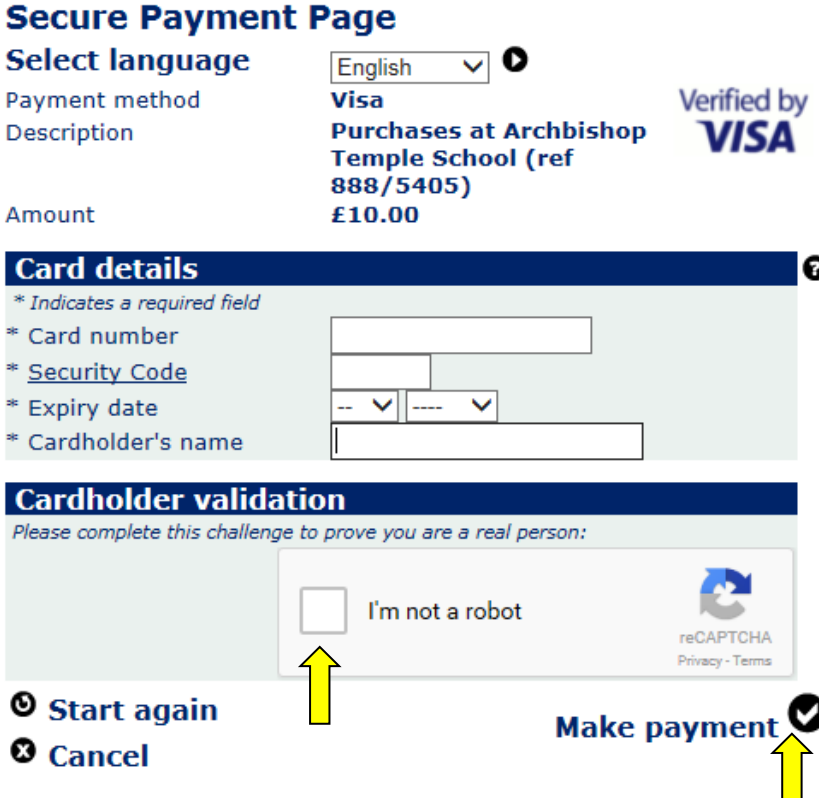Tick here to save your details for next time: ☐

PROCESS PAYMENT

8. Click to Process the payment.

9. You will be taken to a secure WorldPay page where you will need to select the card you are using to pay. Click on the type of card you are using:

10. Enter your card information, as requested and click in the 'I'm not a robot' box (this is an added security feature). Then click Make Payment to complete the transaction.

Please note: If you cannot see the 'I'm not a robot' section, you may need to update your browser, or use Google Chrome or Firefox instead of Internet Explorer.

11. You will receive a receipt in your email inbox confirming the payment has been successful. This will come from WorldPay. You should also receive a receipt from Scopay confirming the details of your payment. Please keep a copy of these receipts as they can be used to prove you have paid.

12. When your child goes to purchase food/drinks in school, they will see the money has been added to their account. Please bear in mind there may be a short delay while the system updates.

Using the App

1. Log in to the ScoPay App (downloadable from the Apple or Android store)

2. On the home page you will see Balances for your child. The Cashless Catering balance shows how much money is on their dining account. Click on the balance and you will see the option to TOP-UP BALANCE. Click this.

3. Enter the amount you wish to Top Up and click on ADD TO BASKET. In the top right of the screen you should now see a 1 showing in your basket.

N.B. If you would like to top-up another of your children's dining cards, switch between them by using the drop-down arrow next to your child's name at the top of the screen.

Then repeat steps 2 & 3 to add money to their account. This will be added to the same basket, giving a subtotal for both children. Your basket will show 2.

4. Click on your Basket (top right). This will show you all the items you are about to pay for. You can update or delete the payment(s) by clicking on the amount, or checkout to pay.

5. Click to Checkout.

6. Check your billing details. Click to EDIT if required. This may be filled in automatically if you entered your details when registering.

7. Click to Proceed to payment.

8. You will be taken to a secure WorldPay page where you will need to select the card you are using to pay. Click on the type of card you are using.

9. Enter your card information, as requested and click in the 'I'm not a robot' box (this is an added security feature). Then click Make Payment to complete the transaction.

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