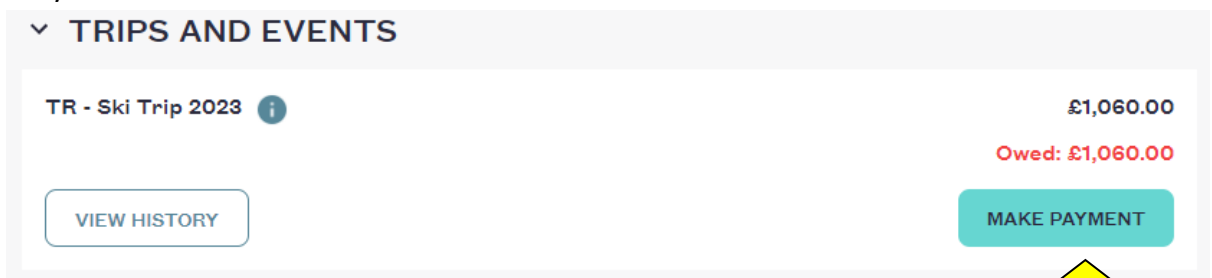


## User Guide – Scopay online payments website

### Paying for trips or resources

1. Log in to [www.scopay.com/archbishoptemple](http://www.scopay.com/archbishoptemple) with your email address and password.
2. On the main page (View Products) scroll down to see all available trips and resources for your child:



TRIPS AND EVENTS

TR - Ski Trip 2023 ⓘ

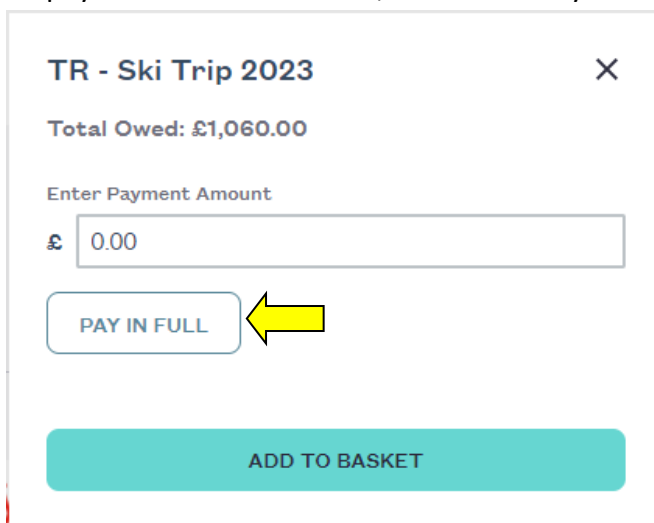
£1,060.00

Owed: £1,060.00

VIEW HISTORY

MAKE PAYMENT

3. To make a payment, click on the button.
4. To pay the total amount due, click in the Pay in full box then click Add to basket.



TR - Ski Trip 2023 X


Total Owed: £1,060.00

Enter Payment Amount

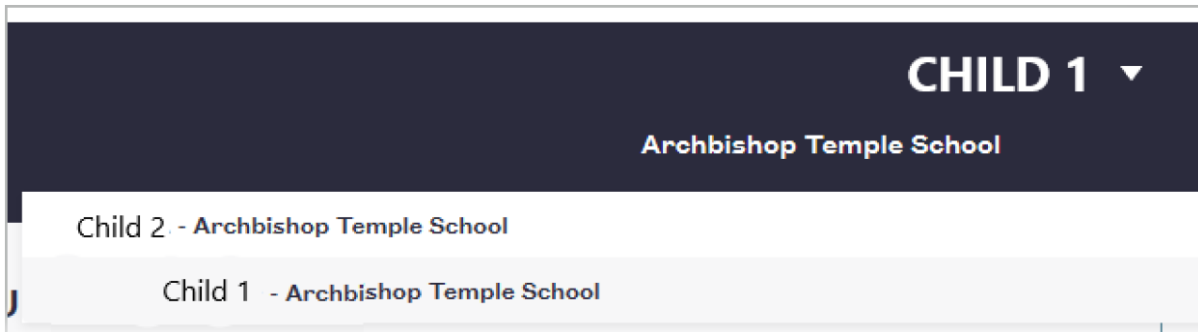
£ 0.00

PAY IN FULL

ADD TO BASKET

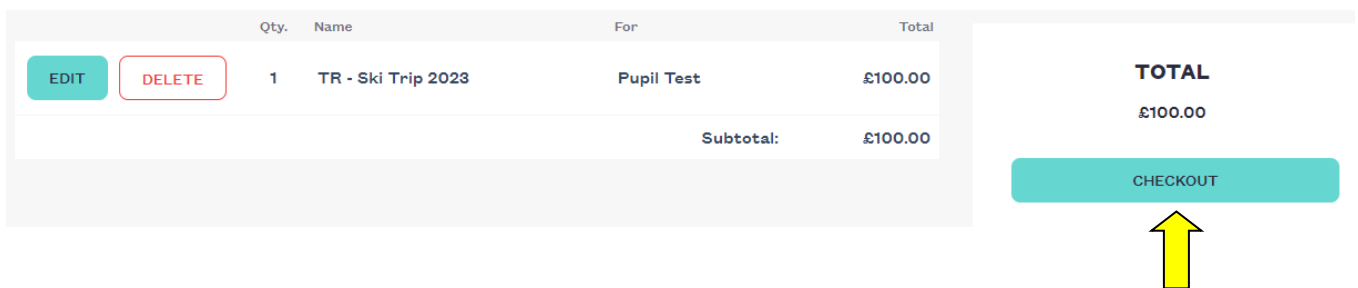
5. To pay an instalment amount, enter however much you would like to pay in the white box, then click Add to basket. *Please note: for certain trips, a minimum top-up amount will be required.*
6. The page will reload and you will see your Basket now shows  BASKET

**Please note: If you would like to pay for a trip for another of your children, switch between them by using the drop-down arrow on the top right of the screen.**

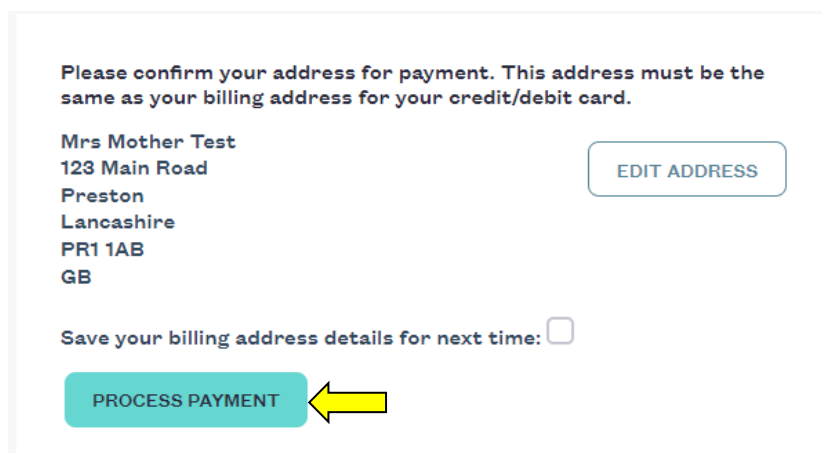


Then repeat step 3 or 4 to pay for their trip. This will be added to the same basket, giving a subtotal for both children.

7. Click to View Basket. This will show you all the items you are about to pay for. You can **edit** or **delete** the payments, or **checkout** to pay.



8. If you are ready to pay, click to Checkout.
9. Confirm your billing details. This should be filled in automatically if you entered your details when registering – you can EDIT this if required:



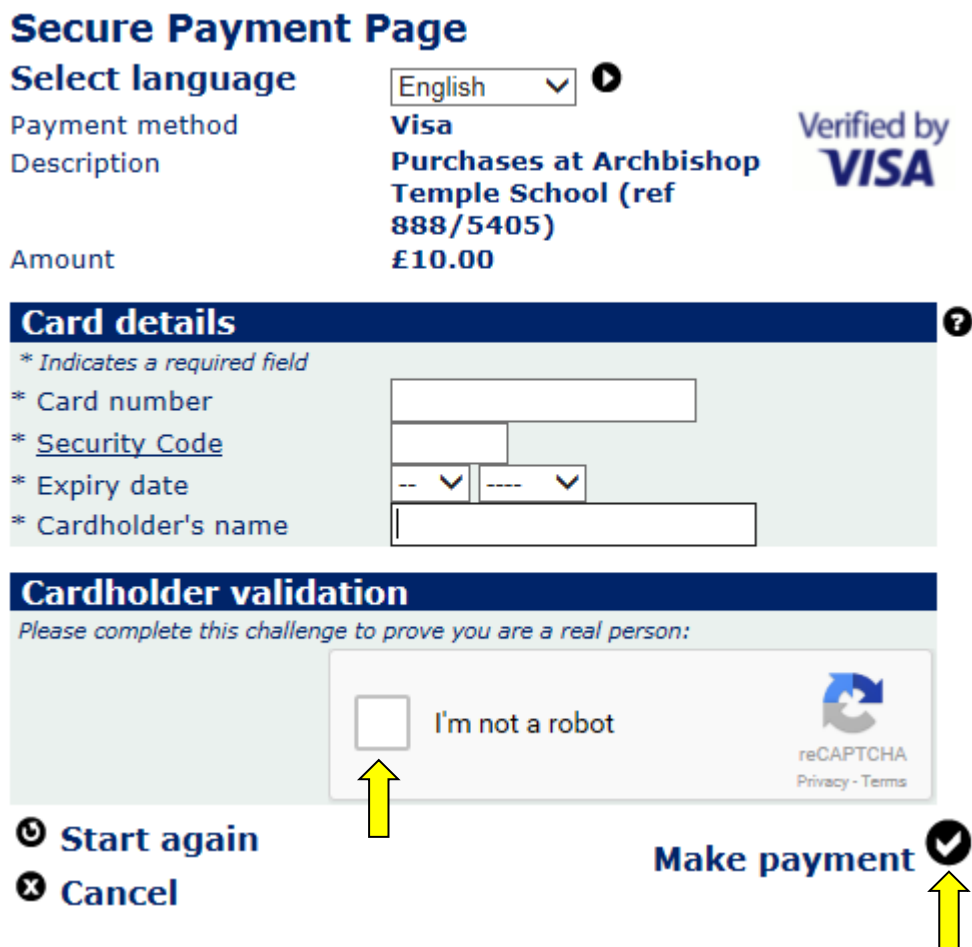
10. Click to Process the payment.

11. 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:



The screenshot shows the WorldPay 'Secure Payment Page'. At the top left is the WorldPay logo and navigation links for 'Help', 'FAQs', and 'Security'. A padlock icon is on the left. The main heading is 'Secure Payment Page' with a sub-heading 'Please review your purchase details, then select a payment method to continue.' Below this, there's a 'Select language' dropdown set to 'English'. The purchase details are: 'Description: Purchases at Archbishop Temple School (ref 888/5405)' and 'Amount: £10.00'. A section titled 'Select your payment method' shows icons for MasterCard, Visa, Maestro, JCB, and MasterPass. A yellow arrow points to the Visa icon. At the bottom, there are 'payments powered by WorldPay' and a 'Cancel' button with an 'x' icon. A help link 'For help with your payment visit the: WorldPay Help.' is also present.

12. 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.



The screenshot shows the 'Secure Payment Page' with the 'Card details' section expanded. The 'Payment method' is now 'Visa' and the 'Description' is 'Purchases at Archbishop Temple School (ref 888/5405)'. The amount remains '£10.00'. A 'Verified by VISA' logo is on the right. The 'Card details' section includes a legend: '\* Indicates a required field'. The fields are: '\* Card number' (input), '\* Security Code' (input), '\* Expiry date' (two dropdowns), and '\* Cardholder's name' (input). Below this is the 'Cardholder validation' section with the instruction 'Please complete this challenge to prove you are a real person:'. It features an 'I'm not a robot' checkbox with a yellow arrow pointing to it, and a reCAPTCHA logo with 'reCAPTCHA Privacy - Terms' text. At the bottom, there are three buttons: 'Start again' with a refresh icon, 'Cancel' with an 'x' icon, and 'Make payment' with a checkmark icon and a yellow arrow pointing to it.

12. 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.

**Please note: To pay for a resource such as a textbook or revision guide, these will be shown on the same View Products page as available trips. These can be paid for in the same way by simply following the instructions above.**