

## User Guide – Scopay online payments website

### Registering

1. Contact the Finance Office if you haven't already received your instructions. These will be in the form of a letter containing a unique 'Pupil Link Code' for each of your children at the school.

Finance Office: [finance@archbishoptemple.com](mailto:finance@archbishoptemple.com)

01772 717782 Option 3

2. Follow the instructions on your letter. Go to [www.scopay.com/archbishoptemple](http://www.scopay.com/archbishoptemple) and click on Register as a New User. *Please note: it is advisable to use a computer and not a mobile or tablet to register:*



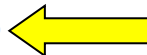
## LOGIN

Email Address

Password

LOGIN

Don't have an account yet? [Register as a new user](#)



[I've forgotten my password](#)

[I can't verify my email address](#)

3. Enter your details as requested. For the online link code, refer to the letter provided by the Finance Office. It will look something like this –

**Pupil Link Code: 123456:a1234cb12f**

**Confirm password:**

**Title:**

**First name:**

**Last name:**

**Online link code:**



4. Fill in your billing address for the card you will use to make payments and click Confirm:

## **YOUR BILLING ADDRESS**

**Address 1**

**Address 2**

**Town/city**

**County/state/province**

**Postcode**

**Country**

**CONFIRM**



5. You will receive an email asking you to click (or copy and paste) a link to verify your details and activate your account. Click on the link and you will be taken back to the Scopay website. *If the email doesn't appear, please check your Junk or Clutter email folders.*