<u>User Guide – Scopay online payments website</u>

Setting up Alerts

You can choose whether to receive alerts from ScoPay when

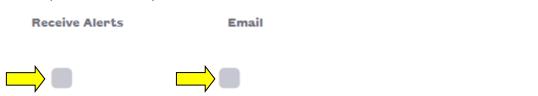
- Your child's balance drops below a certain amount
- A new trip/event has been added onto your account
- Payments for trips are due

If you would like to set this up, please follow these instructions. *Please note that these changes can only be done by you, and not by the school.*

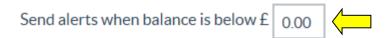
- Log in to <u>www.scopay.com/archbishoptemple</u> with your email address and password.
- 2. At the top of the home page, you will see Alerts:



5. You can now click in the boxes to select which alerts you receive when logging in to ScoPay, and whether you would like an Email alert as well:



Please note that for alerts when your child's dining account balance drops below a certain amount, you will need to specify what that amount is:



For alerts when a payment date is approaching, you can choose how many days' notice to give yourself:

Trip payment reminder

Receive alerts when payments for trips are due.



Once you have selected all the alerts you would like, click on

UPDATE