

User Guide – Scopay online payments website

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.*

1. Log in to www.scopay.com/archbishoptemple with your email address and password. *It is advisable to use a computer instead of a mobile or tablet.*
2. At the top of the home page, you will see Alerts:



3. Click on Alerts.
4. Click to 'configure the alerts you receive'.

Alerts



[Click here to configure the alerts you receive.](#)

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:

Receive alerts



Email



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:

Send alerts when balance is below £ 

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.

Send daily alerts starting day(s) before the payment is due



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