



## GUIDE FOR PARENTS RECURRING PAYMENTS ON SCOPAY

This Guide provides help with the following

- Save Bank Card details with FuturePay for one off payments
- Set up repeating payments with FuturePay for items such as school lunches
- Remove Payment Agreements

### Other SCOPAY Guides for Parents

All parents:

How to **Manage your SCOPAY Account**

How to **Make Payments** on SCOPAY

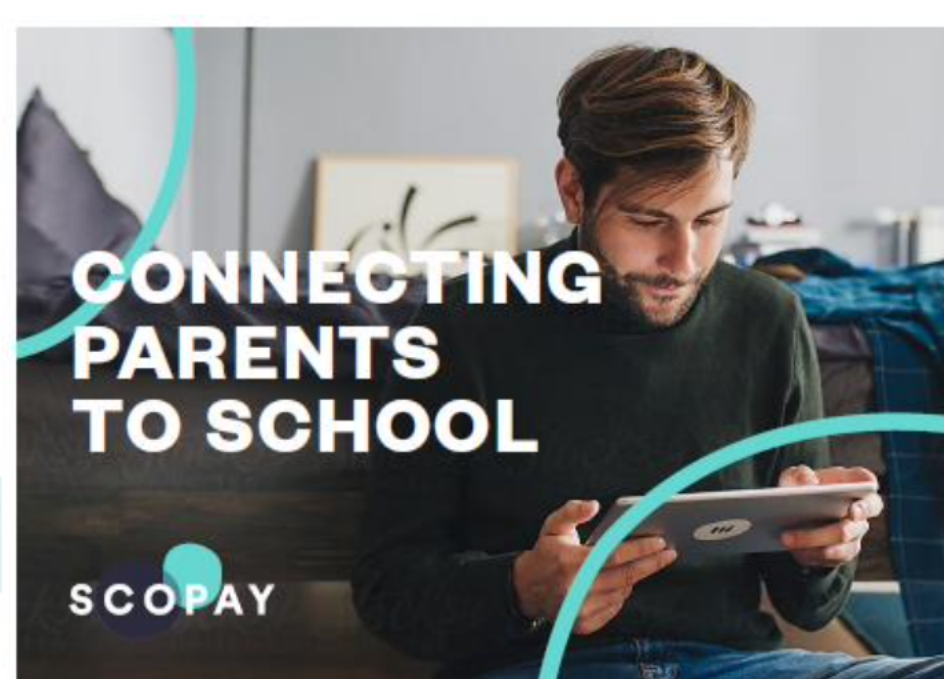
How to Set up **Alerts** (for low balances, new trips and products, Parents' Evening Meetings)

Parents should check with their school to see which of the following options are available to you:

How to **Order Dinners** Online

How to **Book Clubs** Online

How to **Book a Parents' Evening Meeting**



You might see slight variations to the SCOPAY layout depending on the type and size of screen display you are using.

## SAVE BANK CARD DETAILS WITH FUTUREPAY

- For schools using WorldPay with FuturePay, card details can be saved. Repeating payments can also be set up for items such as school meals.



### LOGIN

Email Address

Password

LOGIN

#### Step 1

Go to the [www.scopay.com](http://www.scopay.com) website or SCOPAY MobileApp and login with your email address and password

#### Step 2

Add item(s) to your basket.

For repeating payments, add only the item you wish to set up repeating payments for

- If you don't see **PAYMENT PROCESSOR: FUTUREPAY** you won't have the option to save card details or set up repeating payments. Contact your school for further information.

### YOUR BASKET

**PAYMENT PROCESSOR: FUTUREPAY**

**EDIT** **DELETE**

Qty: Name

For:

Total

1 Dinner Money

Mare Aokroyd

£10.00

**TOTAL**

£10.00

Subtotal: £10.00

**CHECKOUT**

#### Step 3

Tap on **CHECKOUT**

