



ONLINE PAYMENTS

WWW.SCOPAY.COM/SHELLEYCOLLEGE

USER INSTRUCTIONS

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1. **Connect to the Online Payments website**

- Load your Internet browser (*eg Internet Explorer, Chrome, etc*).
- To allow you to use the Shelley College Online Payment website you **must** have 'cookies' enabled. (A cookie is a file that is stored on your computer. It contains the address of the Web site and codes that your Internet browser sends back to the Web site each time you visit a page there. Cookies do not usually contain personal information.) You only have to carry out this procedure once. The following website gives instructions on how to enable cookies in your web browser: <http://www.google.com/cookies.html>
- After you have enabled cookies, enter the Shelley College Online Payments web address:

www.scopay.com/shelleycollege

- Click on **Register as a new user**.
- Enter a user name and password. The user name must be a valid email address and password needs to contain 8 characters or more (at least 1 lower case letter, 1 upper case letter and 1 number).
- Enter the **Online link code** that has been supplied by the college. You will be provided with an Online link code for each child you have at college, but should enter only one code at this stage; other codes can be entered once the initial account has been set up.
- Enter your **billing address details** (these need to match the address on the credit/debit card that will be used for making online payments).
- Click on **Confirm**. You will now be sent an Activation email to the email address you registered. Click on the link in the email to activate your online payment account.
- Login with your email address and password
- The **items** available to purchase for your child will be displayed.

2. **Select a pupil**

Your child's name is displayed on the screen. If you wish to make a payment against a sibling, select them from the **Current pupil** drop down box.

To add a sibling see **section 6** View/amend your account details.

3. *Make your purchases*

To navigate to the item you want to make a payment against, either use the Quick Links on the right hand side of the screen or scroll down to relevant item. You can also collapse and expand the item groups to view



a. **Account payments**

Account payments are used to top up funds such as dinner money on the 'Cashless Catering' system.

Account payments display your child's current cashless catering account balance and offer a top up facility

- **Cashless Catering payments**
To make a dinner money account top-up, enter an amount in the **Enter top-up amount** field. Click on **Add to Basket**. This will appear in your basket (top right hand side)
- Click on **View History** to display a history of all payments and purchases made using the cashless catering system.

b. **Other Items**

- Other items such as **Trips & Events, Revision Guides**, are shown below Account payments.
- To make a payment for any one of these items, select Quantity if applicable using the drop down box, and enter the '**Payment Amount**'
- Click on **Add to Basket**. This will appear in your basket (top right hand side).
- Some **Trips/Events** may have (Optional) next to them. These are for events your child is eligible to attend if you would like them to.
- Click on a trip or item name to view more details including any relevant notes entered by the college.
- Click on **View History** to display all payments made against this trip using the Internet, cash or cheque. (**View History** will only show if payments have been made.)

4. Proceed to checkout

- Click on **Checkout**. The contents of **Your Basket** will be displayed.
- Click on **Edit** to edit items selected for purchase, if required.
- Click on **Back** to continue shopping.
- Click on **Checkout** to place the order and enter the payment details.

5. Enter payment and contact information

a. Billing address

The **Billing Address** should match the details entered on sign-in. Change any information if necessary.

The address must match the billing address for your credit/debit card. Emails will be sent to the email address entered to:

- Confirm payment by Bank.
- Confirm order and items purchased.

- Click on **Place Order**.

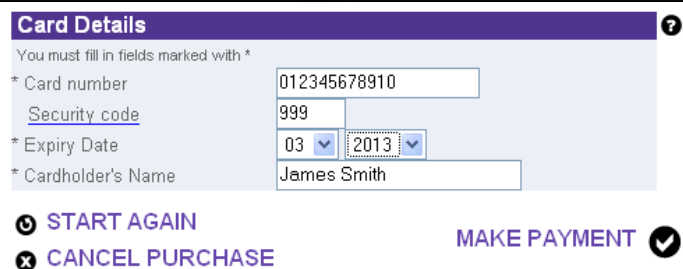
b. WorldPay Secure Payment Page

The **WorldPay Secure Payment Page** is displayed.

- Select your payment method.



- Enter your **Card Details**.
- Click **MAKE PAYMENT**.

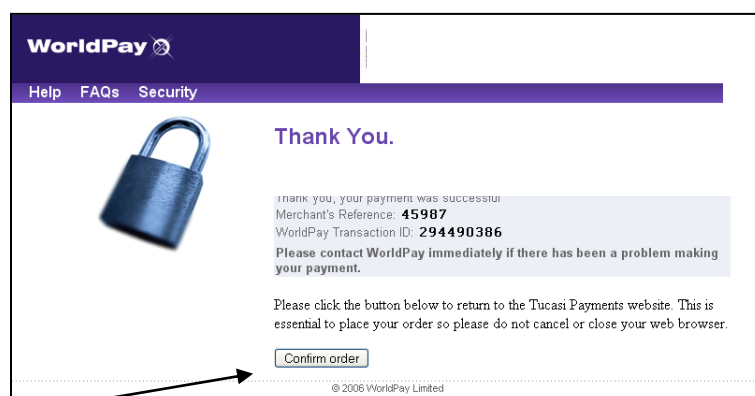


The payment is processed.

You must click on **Confirm order** to complete the transaction.

Do not cancel or close your web browser.

You must click on **Confirm order** to complete the transaction.



Your order will be displayed.

You will receive email confirmation to the address provided by you:

1. to confirm the payment from your bank.
2. to confirm the items purchased.

6. *View/amend your account details*

- Click on **Your Account**.
- Your child's **Order History** is displayed.
- Click on **Address** to view/amend the Billing Address details.
- Click on **Login Details** to amend the account login information.
- Click on **Link Pupils** to link Sibling accounts. Each child is issued with an Online link code, enter this code and click on link account.
- **Payment Agreements** is only applicable to Recurring Payments subscriptions which are not currently used by Shelley College.
- To log out select **Logout** at the top right of the screen.

7. *Forgotten your password?*

- Load your web browser and enter the website address for Shelley College online payments – www.scopay.com/shelleycollege.
- On the log in screen select **I've forgotten my password**.
- Type in your current email address and click **Reset password**.
- You will receive an email with a temporary password details which can be changed upon the first login.

**For further enquiries and assistance
please contact the Finance Department at Shelley College.**

Telephone 01484 868 777 ext 139