

INTERNET PAYMENTS USER INSTRUCTIONS

1. **Connect to the Internet payments website**

- Load your Internet browser (*this might be Internet Explorer or Mozilla Firefox*).
- Enter the website address www.scopay.com/tring .
- Click on “**create new account**”
- Enter your e-mail address and a password which must be at least 6 characters long. You will also need to enter the pupil link code that has been provided to you by the school.
- Click on the “**log in**” button, you will now be able to see the site but will not be able to make any purchases until the following further security procedure has been completed
- An email will be sent asking you to visit a link to verify your email address. As your email address is used to send order receipts, **you will not be able to purchase any products until you have completed this procedure.**
- Enter your billing address details -these need to match the address on the credit/debit card that will be used for making online payments and will automatically be populated with your child's name which will need to be changed to the billing name.
- The Account payments screen is displayed showing information for your child
- If you need to link another child to this account or link a new child to a pre-existing account this can be done via the “link pupils” tab.

2. **Make your purchases**

PLEASE NOTE –THERE MAY BE A TOTAL MINIMUM SPEND WHICH CAN BE MADE UP FROM MORE THAN ONE TRIP OR MORE THAN ONE CHILD.

Trip payments

- Click on **Trip payments** to display trips that your child is currently selected for, together with amounts **Owing** and **Paid**. Trip payments will not be displayed if they are not available to your child.
- To make a trip payment, enter an amount in the **Enter payment amount** field. Click on **Add To Basket**.
- Click on a trip name to view details of the trip including any relevant notes entered by the school.
- Click on **Trip payments** and select **View** to display all payments made against this trip using the Internet, cash or cheque.

Optional trips

- Click on **Optional trips** to display trips that are available to your child, but for which they are not currently selected. Making a payment will add your child to this trip. The total cost of the trip is displayed.
- To make a trip payment, enter a payment in the **Enter payment amount** field. Click on **Add To Basket**.

3. **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.

4. **Enter payment and contact information**

- 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.

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

- Click on your payment method.
- Enter your Card Details.
- Click on **MAKE PAYMENT**.

The payment is processed.

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

At this stage do not cancel or close your web browser.

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.

5. *To view/amend your account details*

- Click on Your Account.
- Your child's Order History is displayed.
- Click on an Order Number to display the details of that order.
- Click on Addresses to view/amend the Billing Address details.
- Click on User Name/Password to amend the account login information.
- Click on [Logout](#) to exit the Internet payment system or select Logout at the top right of the screen.

**For further enquiries, or to cancel an Internet payment,
please contact the Finance Department at school.**