

## User Guide – Scopay online payments website

### Checking balances and Topping up your child's dining card

1. Log in to [www.scopay.com/archbishoptemple](http://www.scopay.com/archbishoptemple) with your email address and password. *It is advisable to use a computer instead of a mobile or tablet.*
2. On the main page (View Products) you will see Account Balances for your child:

### Account balances

1 item in Account balances

[Collapse all](#) | [Expand all](#)

— € Account balances Add to basket

Name	Actions	Balance	Enter top-up amount
<b>Cashless Catering</b> (Last update from school 22 Jul)	<a href="#">View history</a>	£5.03	£ <input type="text" value="0.00"/>

  

**PLEASE NOTE:** The *balance* shown here will be accurate *up to the date of the last update*. To view any previous top ups and see what has been purchased on this dining account, click on **View History**. Please be aware that updates occur at the end of each school day, but only if transactions have occurred on your child's account.

3. Enter the amount you would like to top-up in the white box and click 'Add to basket'.

— € Account balances Add to basket

Name	Actions	Balance	Enter top-up amount
<b>Cashless Catering</b> (Last update from school 22 Jul)	<a href="#">View history</a>	£5.03	£ <input type="text" value="10.00"/>



4. The page will reload and you will see the top-up amount in your basket on the right-hand side:

## Your basket

Cashless Catering      Mohammed Patel  
Total:                      £10.00

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Subtotal: **£10.00**

[View basket](#)

*N.B. If you would like to top-up another of your children's dining cards, switch between them by using the drop-down arrow on the top right of the screen.*

Selected account :

Mohammed Patel - Archbishop Temple School ▼

Mohammed Patel - Archbishop Temple School

Ayeesha Patel - Archbishop Temple School

*Then repeat step 3 to add money to their account. This will be added to the same basket, giving a subtotal for both children.*

5. Click to View Basket. This will show you all the items you are about to pay for. You can **edit** or **delete** the payments, choose to **continue shopping**, or **checkout** to pay.

## Your basket

### Payment processor: WorldPay

	Qty.	Name	For	Total
<a href="#">Edit</a> <a href="#">Delete</a>	1	Cashless Catering	Mohammed Patel	£10.00
Subtotal:				<b>£10.00</b>

[Continue shopping](#)

Go back to view products.

[Checkout](#)

Pay for the items in your basket.



6. Click to Checkout.

7. Enter your billing details, if required. This may be filled in automatically if you entered your details when registering:

## Checkout: Enter payment and contact information

Please confirm your address for payment. This address must be the same as your billing address for your credit/debit card.

**Your billing address**

Title	Mrs
First name	Anita
Last name	Patel
Address 1	1 Main Street
Address 2	Fulwood
Town/city	Preston
County/state/province	Lancashire
Postcode	PR2
Country	United Kingdom

Tick here to save your details for next time:

**Process payment** ←

8. Click to Process the payment.
9. You will be taken to a secure WorldPay page where you will need to select the card you are using to pay. Click on the type of card you are using:

**WorldPay**  
Help FAQs Security



### Secure Payment Page

Please review your purchase details, then select a payment method to continue.

**Select language** English

Description: **Purchases at Archbishop Temple School (ref 888/5405)**

Amount: **£10.00**

**Select your payment method**

MasterCard Visa Maestro JCB MasterPass

payments powered by **WorldPay** For help with your payment visit the: [WorldPay Help](#). **Cancel**

10. Enter your card information, as requested and click in the 'I'm not a robot' box (this is an added security feature). Then click Make Payment to complete the transaction.

## Secure Payment Page

### Select language

English  

Payment method

Visa

Verified by  
**VISA**

Description

Purchases at Archbishop  
Temple School (ref  
888/5405)

Amount

£10.00

### Card details

*\* Indicates a required field*

\* Card number

\* Security Code

\* Expiry date

 

\* Cardholder's name

### Cardholder validation

*Please complete this challenge to prove you are a real person:*

I'm not a robot



 **Start again**

 **Cancel**

**Make payment** 

**Please note: If you cannot see the 'I'm not a robot' section, you may need to update your browser, or use Google Chrome or Firefox instead of Internet Explorer.**

11. You will receive a receipt in your email inbox confirming the payment has been successful. This will come from WorldPay. You should also receive a receipt from Scopay confirming the details of your payment. Please keep a copy of these receipts as they can be used to prove you have paid.
12. When your child goes to purchase food/drinks in school, they will see the money has been added to their account. Please bear in mind there will be a short delay while the system updates, so payments made in the morning may not show until later that afternoon.