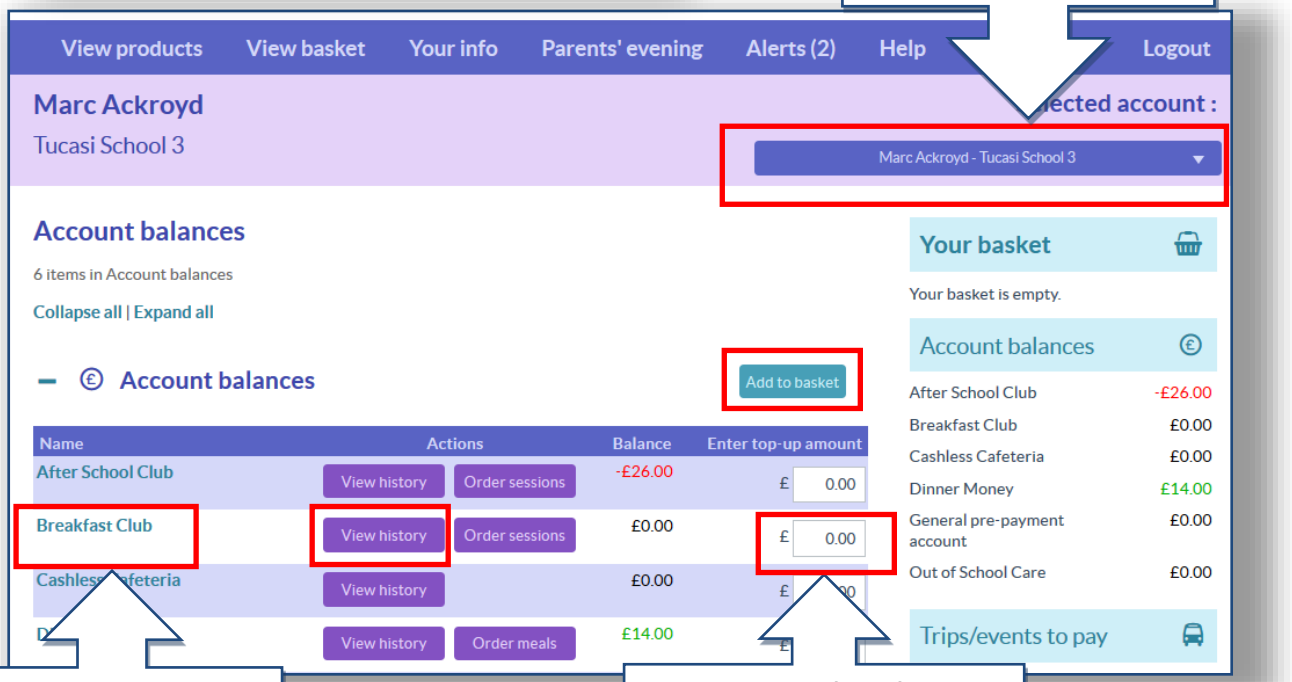
Quick Reference Guide
Online Payments - Checkout

Schools Cash Office
Income Administration Software

How do I add items to my basket?

Important: you must register before you can purchase an item online. Your school will provide you with a letter explaining the registration process.

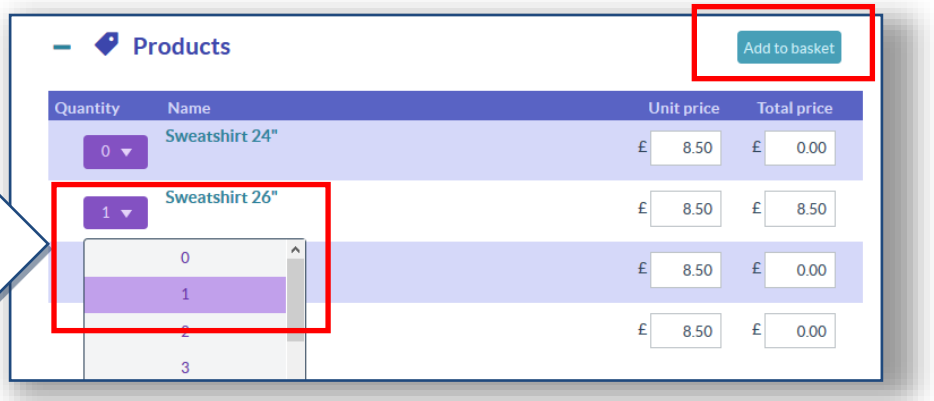
1. Login to your account at www.scopay.com and select the pupil you wish to make a purchase for.



You can click on the **item name** or the **View history** button to view further details

2. Top up an item by **entering the amount** you wish to pay, and **Add to basket**

3. If it's a product you want to purchase choose the **quantity** and **Add to basket**

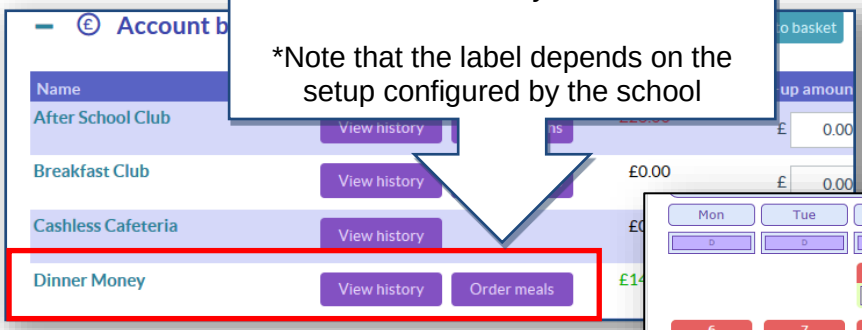


How do I view my child's school dinner history?

Primary Schools

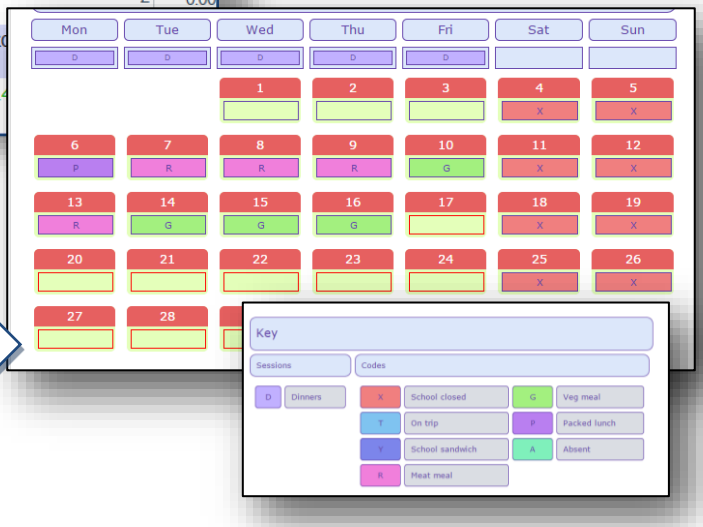
1. Select the **Order Meals** or **View Calendar*** button alongside the Dinner Money header.

*Note that the label depends on the setup configured by the school

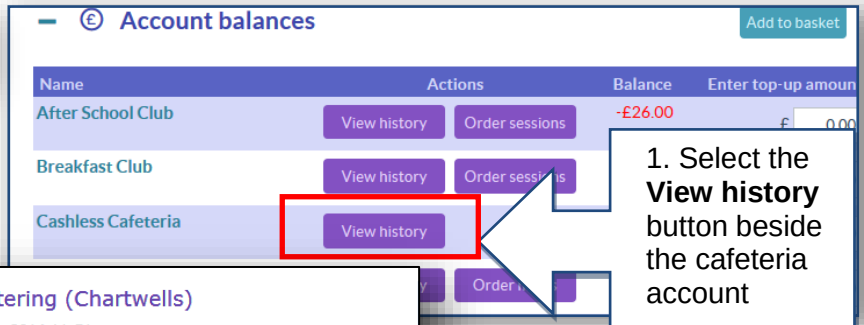


2. The calendar opens to display the pupil's meal history.

A meal key is displayed on screen.



Secondary Schools



1. Select the **View history** button beside the cafeteria account

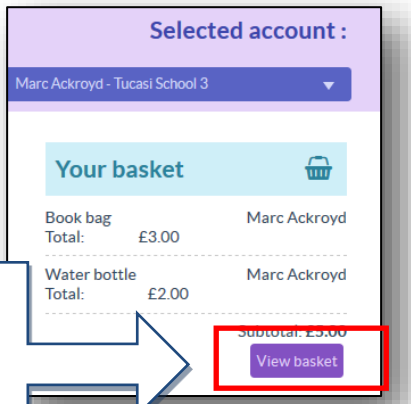
Payment history for Cashless Catering (Chartwells)

Date of last online payment: 17 Nov 2014 11:51
Last online payment amount: £10.00
Current balance: £13.96

Description	Date	Paid	Amount
Cashless Catering (Chartwells)	17 Nov 2014 11:51	Online	£10.00
1 x MISC, 1 x TRAY BAKES, 1 x SANDWICH	06 Nov 2014 13:20	Cashless	-£3.11
1 x WATER LRG (500ML), 1 x MINI CUPLET, 1 x LARGE BAGETTE	05 Nov 2014 13:28	Cashless	-£2.68
1 x MISC, 1 x FRUIT, 1 x SANDWICH	04 Nov 2014 13:24	Cashless	-£2.80
Money Added	04 Nov 2014 12:53	Cashless	£12.00
1 x MINI CUPLET, 1 x BACON & CHEESE BAGEL	04 Nov 2014 11:05	Cashless	-£1.34
1 x MISC	03 Nov 2014 14:39	Cashless	-£3.11
Money Added	03 Nov 2014 12:46	Cashless	£5.00

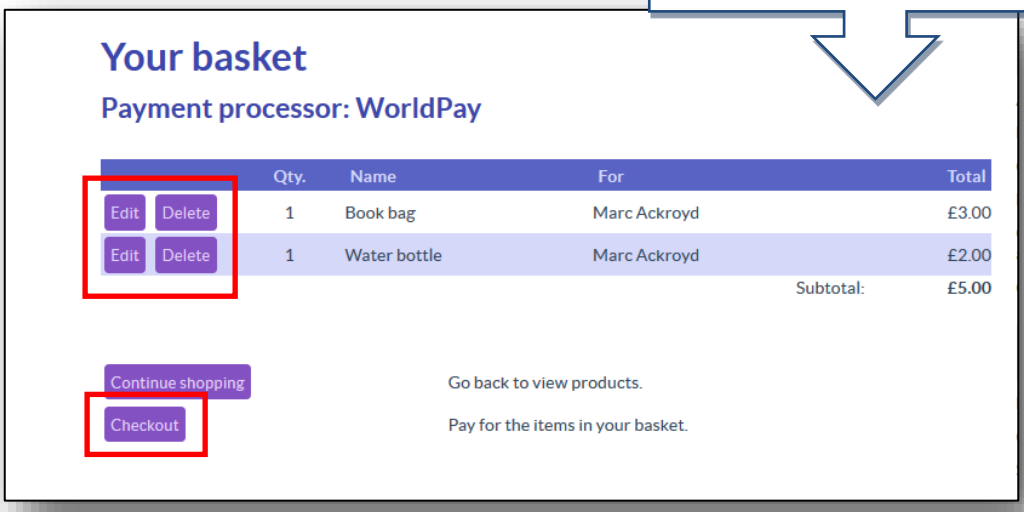
2. The purchase and top up history is displayed

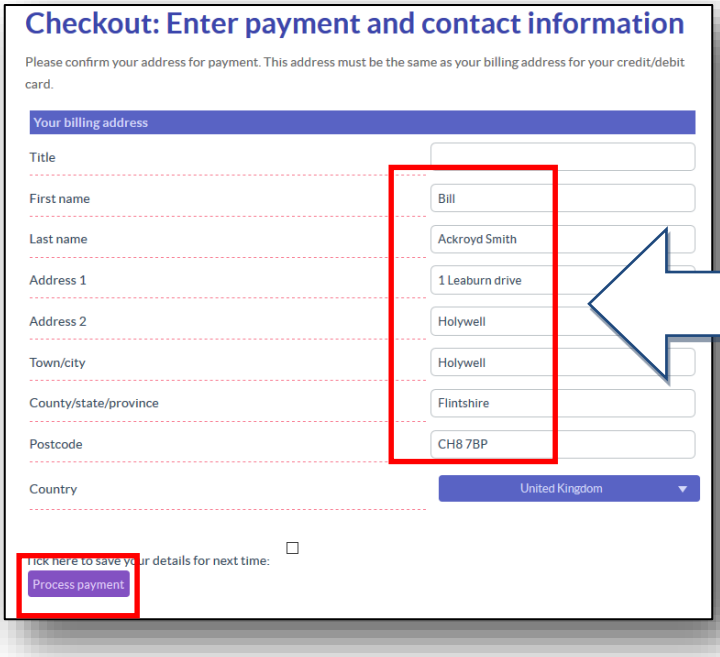
How do I go to the checkout?



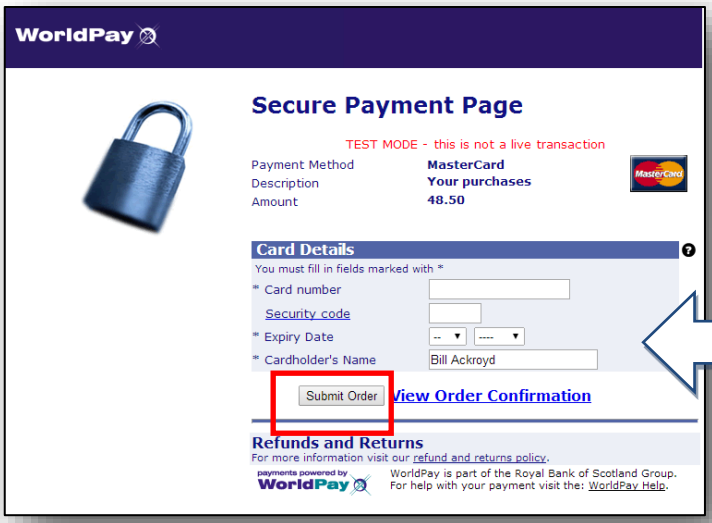
1. Click on **View basket** which is displayed on the right-hand side of the screen

2. Check the items in your basket, edit or delete if necessary and click on **Checkout**





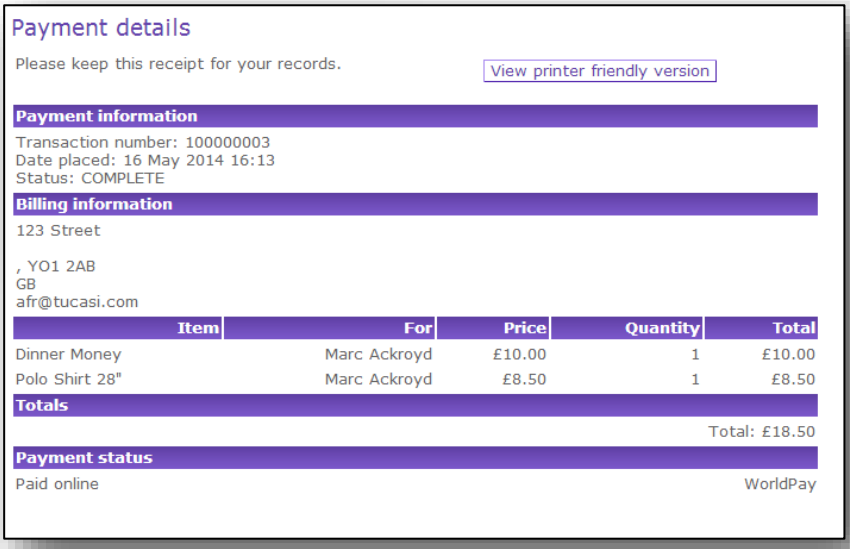
3.Enter your payment contact information and click on **Process payment** screen



NB The payment page may look different to this example if your child's school uses a local authority payment gateway

3.Enter your card details and click on **Submit Order**

You will receive an email confirming your purchase. (Remember to check your spam/junk email)



Support

If you need help with the system or for further enquiries please contact the School Office at your child's school.

If you have any questions please also refer to **See our frequently asked questions** link on the online payments login screen.