



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 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

- ① For schools using WorldPay with FuturePay, card details can be saved. Repeating payments can also be set up for items such as school meals.

Step 1

Go to the www.scopay.com website or SCOPAY MobileApp and login with your email address and password



LOGIN

Email Address

Password

LOGIN

Step 2

Add item(s) to your basket.

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

- ① 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

	Qty.	Name	For	Total	
EDIT					
DELETE	1	Dinner Money	Marc Ackroyd	£10.00	TOTAL
					£10.00

Subtotal: £10.00

CHECKOUT

Step 3

Tap on CHECKOUT

SAVE YOUR CARD DETAILS WITH FUTUREPAY

(See next page to set up repeating payments)

- ① For schools using WorldPay with FuturePay, card details can be saved to make the checkout process faster next time.
Carry out the process below to save your card details.

PAYMENT OPTIONS

Step 1

Tap **Pay** using a credit/debit card and save your card details with FuturePay

☒ Make a one-off payment for the selected items

☐ Pay using a credit/debit card

☐ Pay using card details saved with FuturePay

☒ Pay using a credit/debit card and save your card details with FuturePay

Save the card details as:

Karen Ackroyd Mastercard

Step 2

Enter a reference for your credit/debit card

or the selected items, using a FuturePay agreement

WHAT IS FUTUREPAY?

FuturePay is part of WorldPay, the largest payment processor in the UK. Any card details used in the transaction will be stored securely by WorldPay.

CONFIRM PAYMENT DETAILS

Step 3

Tap **CONFIRM PAYMENT DETAILS**

Proceed to page 5.

SET UP REPEATING PAYMENTS WITH FUTUREPAY

- ① For schools using WorldPay with FuturePay, repeating payments can be set up for items such as school meals.
Carry out the process below to set up repeating payments.

PAYMENT OPTIONS

☐ Make a one-off payment for the selected items

☒ Make recurring automatic payments for the selected items, using a FuturePay agreement

Make

continuous

payments for these items.
Pay for these items every

1

weeks

starting on 02/06/2019

Enter a payment reference:

Marc canteen payment

Step 1

Tap **Make recurring automatic payments for the selected items, using a FuturePay agreement**

Step 2

Select the required options

WHAT IS FUTUREPAY?

FuturePay is part of WorldPay, the largest payment processor in the UK. Any card details used in the transaction will be stored securely by WorldPay.

CONFIRM PAYMENT DETAILS

Step 3

Tap **CONFIRM PAYMENT DETAILS**

Check your address details match your cards' billing address.

Step 1

Confirm your billing address.
Tap  to make any changes.

 The billing address must match the address of the bank card you will use for online payments.

Step 2

Tap Tick here to save your address details for next time:

Step 3

Tap



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.

MrBobbyAckroyd
221b Baker Street
Holywell
Flintshire
CH8 7BP
GB



Tick here to save your details for next time: ☐



WorldPay

[Help](#) [FAQs](#) [Security](#)



Secure Payment Page

TEST MODE - This is not a live transaction.

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

Select language

English 

Choose currency

£10.00 (Pounds Sterling) 

Recurring Payments

Description

Purchases at SCOPAY School (ref 936/5202)

Amount

£10.00

Select your payment method



Diners



Mastercard



Visa



Amex



Maestro



JCB

Step 4
Tap the payment method



payments powered by
WorldPay

For help with your payment visit the: [WorldPay Help](#).

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Secure Payment Page

Regular FuturePay Agreement

Description
Amount now due
Date of first payment
Individual payments
Number of payments
Interval between payments
Agreement cancellation possible

Step 5

Complete the Regular FuturePay Agreement details

FuturePay Administration

Have you used **WorldPay** before? Login here to retrieve your details.
Have your username and password ready.

Username
Password

[LOG IN](#)

Card details

You must fill in fields marked with *

* Card number
* Security code
* Expiry date /
* Cardholder's name

Cardholder details

You must fill in fields marked with *

* Address 1
Address 2
Address 3
* Town/City
Region
* Postcode/Zip code
* Country
Telephone
Fax
* Email address

[START AGAIN](#)

[CANCEL](#)

[MAKE PAYMENT](#)

Refunds and Returns

For more information visit our [Refunds and Returns](#) page

payments powered by
WorldPay

For help with y

Step 6
Tap **MAKE PAYMENT**
and complete the transaction

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HOW TO VIEW SAVED CARD DETAILS OR REPEATING PAYMENTS

Step 1
Tap on **YOUR INFO** at the top right of the screen

Step 2
Tap on **PAYMENT AGREEMENTS**

PAYMENT AGREEMENTS

View payment agreements for:
SCOPAY School ▾ SUBMIT

SAVED CARD DETAILS

Your reference
Mr Ackroyd's visa card

Date added Last used
May 14, 2019 May 14, 2019 REMOVE

RECURRING PAYMENTS

You have no recurring payments set up.

HOW TO REMOVE SAVED CARD DETAILS OR CANCEL REPEATING PAYMENTS

PAYMENT AGREEMENTS

View payment agreements for:
SCOPAY School ▾ SUBMIT

SAVED CARD DETAILS

Your reference
Mr Ackroyd's visa card

Date added Last used
May 14, 2019 May 14, 2019 REMOVE

RECURRING PAYMENTS

You have no recurring payments set up.

Step 1
Tap on **REMOVE** next to the agreement you wish to cancel

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