



Internet Payments Access

We are aware that some people might have a problem registering / setting up their internet payment account and the main cause is 'cookie' settings.

There are a couple of things you could try if you experiencing a problem:

1. Checking 'cookie' settings.

- a. When you are at the 'Log in' screen click on the **Tools** option at the top right hand side of the screen.
- b. Select **internet options**.
- c. Click **privacy** tab.
- d. Setting should be at **medium**.
- e. Click on **sites**.
- f. In **address of website** enter www.scopay.com
- g. Single click on the <http://www.scopay.com>
- h. Scopay.com will then appear in the box below that section
- i. Single click on [scopay.com](http://www.scopay.com) and click on **allow** then **ok**.
- j. Try to register again.

2. Creating Your Online Payment Account:

- a. Go to www.busheymeads.org.uk and click on the 'Practical Information' tab, 'Cashless/Internet payments', 'To make a cashless/internet payment'.
- b. Click on **Create New Account**.
- c. Enter your **Email address** and a **Password** of your choice.
- d. Confirm the Password.
- e. Enter the **Online Link Code** you have been provided with.
- f. Enter the rest of the billing details to match your credit or debit card and click on **Confirm**.
- g. An email will then be sent to your email address asking you to click (or copy and paste) a link to verify your email address and activate your account. You will not be able to purchase any products until you have completed this procedure.
- h. Log on to your email account and **click on the link** to activate the account (if the email doesn't appear in your Inbox, you should check your Junk Email folder).

3. Linking New Pupils/Siblings to an existing account:

If your child has any siblings, link the sibling accounts as follows (you will need a separate Online Link Code for each sibling):

1. Go to www.scopay.com/busheymeads
2. Log in using your email address and password created above.

3. At the top of the screen, click on **Your account**.
4. Click on **Link accounts**.
5. Enter the **Online link code** for the sibling provided by school.
6. Click on **Link accounts**.
7. You will now be able to make payments for any pupils linked to this account.

If you are still experiencing problems please email: payonline@busheymeads.org.uk

Once again, please accept our apologies for any problems you have experienced.