

# HOW TO REGISTER YOUR CHILD'S SCOPAY ACCOUNT

① If you already have an account for a child at this school or at another school, it is not necessary to create a new account. Simply refer to the section below How to link your child to an existing SCOPAY account.

To enable you to register your child's SCOPAY account you will need a letter or email from your school with a unique Link Code. You will also need an active email address. Once your account is created, you will receive an email with a link which will enable you to verify the account.

## Step 1

Using the letter or email sent to you by your child's school, go to the [www.scopay.com](http://www.scopay.com) website or SCOPAY MobileApp and select

LOGIN



LOGIN



## LOGIN

Email Address

Password

LOGIN

[Don't have an account yet? Register as a new user](#)

[I've forgotten my password](#)

[I can't verify my email address](#)

[Account activation process](#)

[See our frequently asked questions](#)

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## Step 2

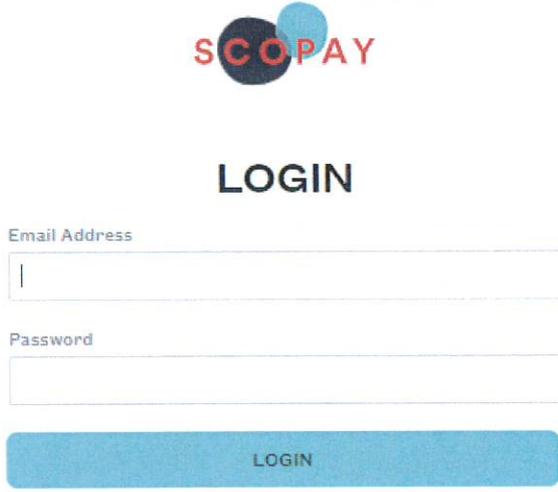
Select  
Register as a new user

LET'S  
GET  
STARTED.

# HOW TO LINK YOUR CHILD TO AN EXISTING SCOPAY ACCOUNT

① If you already have a SCOPAY account for a child at this school or at another school, or for yourself if you are staff, it is not necessary to create a new account.

**Step 1**  
Go to the [www.scopay.com](http://www.scopay.com) website or SCOPAY MobileApp and login with your email address and password



The image shows the SCOPAY LOGIN page. At the top is the SCOPAY logo. Below it is the word "LOGIN" in large, bold, black letters. There are two input fields: "Email Address" and "Password". Below the password field is a blue button labeled "LOGIN".

**Step 2**  
Tap on **YOUR INFO** at the top right of the screen

BASKET ALERTS 0 **YOUR INFO** LOGOUT

**Step 3**  
Tap on **LINK ACCOUNTS** and enter the Online link code for the new child/pupil



The image shows the top navigation bar of the SCOPAY app. It includes the SCOPAY logo, "VIEW PRODUCTS", "PARENTS' EVENING", "LETTINGS", "HELP", "BASKET", "ALERTS 0", "YOUR INFO", and "LOGOUT". Below this is a dark grey header with the name "MARC ACKROYD" and "SCOPAY School" below it.

## LINK ACCOUNTS

- ADDRESS
- LOGIN DETAILS
- LINK ACCOUNTS**
- PAYMENT HISTORY
- ALERT CONFIGURATION
- GIFT AID
- PAYMENT AGREEMENTS

Please enter the link code of the account to which you would like to create a link. Once be able to access the details of each associated account.

> [What is a link code?](#)

Online link code:

LINK ACCOUNT

Once linked, to switch between each child, tap on the child's name at the top of the screen and select another child.