



**ONLINE PAYMENTS  
USER INSTRUCTIONS**

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## 1. **Connect to the Online Payments website**

- Load your Internet browser (*this might be Internet Explorer or Mozilla Firefox*).
- To allow you to use the school Online Payment website you **must** have 'cookies' enabled. (A cookie is a file that is stored on your computer. It contains the address of the Web site and codes that your Internet browser sends back to the Web site each time you visit a page there. Cookies do not usually contain personal information.) You only have to carry out this procedure once. The following website gives instructions on how to enable cookies in your web browser: <http://www.google.com/cookies.html>
- After you have enabled cookies, either go direct to the payment website [www.scopay.com/beaumont](http://www.scopay.com/beaumont) or you can go via the school website [www.beaumontschool.com](http://www.beaumontschool.com) click on **School Portal** on the right hand side then under **Parent Links** click on **Tucasi Online Payments**.
- If you have already set up an account for another pupil at Beaumont, then sign in with your existing account details and follow the instructions in **Section 6 View/amend your account details**. If you do not already have an account for another pupil you will need to click on **Register as a New User** and follow the instructions below.
- Enter and confirm your email address and choose and confirm a password.
- Enter the Online link code that has been supplied in the letter issued by the Finance Office. You will be provided with an Online link code for each child you have at the school, but should enter only one at this stage as the others will be entered once you have signed in.
- Enter your billing address details (these need to match the address on the credit/debit card that will be used for making online payments).
- Click on Confirm.
- Login with your email address and password
- The **items** available to purchase for your child will be displayed.

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## 2. **Select a pupil**

Your child's name is displayed on the right of the screen. If you wish to make a payment against a sibling, select them from the **Current pupil** drop down box.

To add a sibling see section 6 View/amend your account details.

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### 3. **Make your purchases**

To navigate to the item you want to make a payment against, either use the Quick Links on the right hand side of the screen or scroll down to relevant item. You can also collapse and expand the item groups to view

#### a. **Account payments**

Account payments are used to top up funds to pay for the Cucina Restaurant.

Account payments display your child's current balance and allow you to top up this balance.

- **Cucina Restaurant**

To make a catering account top-up, enter an amount in the **Enter top-up amount** field. Click on **Add to Basket**. This will appear in your basket (top right hand side)

- Click on **View History** to display all payments history made using Internet, cash or cheque and to see details of items purchased.

#### b. **Trip/Event payments**

- Click on **Trips/Events** to display ones that your child is currently selected for, together with amounts **Owing** and **Paid**. Trip/event payments will not be displayed if they are not available to your child.

- Some **Trips/Events** may have (Optional) next to them. These are for events your child is eligible to attend if you would like them to.

- To make a trip/event payment, enter an amount in the **Enter payment amount** field. Click on **Add to Basket**. This will appear in your basket (top right hand side).

- Click on a trip name to view details of the trip including any relevant notes, payment dates and amounts entered by the school. Depending on school procedure, it may also include **Trip check boxes** to allow you to give permission, on line, for your child to attend a trip. Click **Save** to save any changes made on this screen.

- Click on **View History** to display all payments made against this trip using the Internet, cash or cheque.

#### c. **Other Items**

- Click on **Other Items** to display any services or products offered by the school.

- To make a payment select **Quantity** using the drop down box. If applicable, enter an amount in the **Unit Price. Total Price** for this item will be displayed.

- Click on **Add to Basket**. This will appear in your basket (top right hand side).
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#### **4. *Proceed to checkout***

- Click on **Checkout**. The contents of **Your Basket** will be displayed.
- Click on **Edit** to edit items selected for purchase, if required.
- Click on **Back** to continue shopping.
- Click on **Checkout** to place the order and enter the payment details.

**Please be aware that if you top up the Cucina account at the same time as making purchases for school items you will be required to go through the checkout process twice as the payments are being processed to two separate entities. Also school items and trips can only be paid for using a Debit Card, whereas the catering company Cucina accept payments by debit or credit card.**

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## 5. Enter payment and contact information

### a. Billing address

The **Billing Address** should match the details entered on sign-in. Change any information if necessary.

The address must match the billing address for your credit/debit card. Emails will be sent to the email address entered to:

- Confirm payment by Bank.
- Confirm order and items purchased.

- Click on **Place Order**.

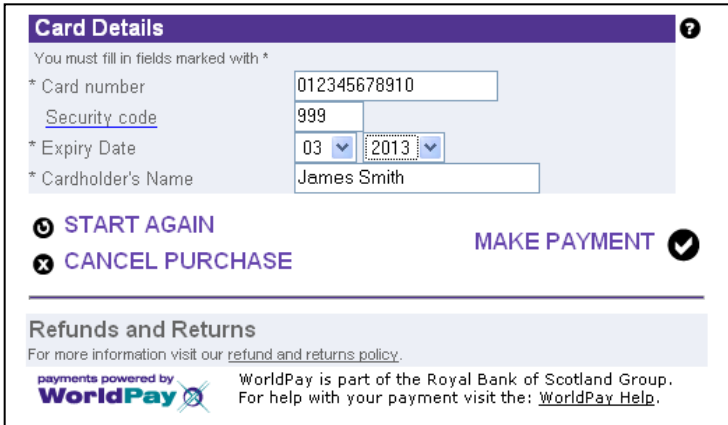
### b. WorldPay Secure Payment Page

The **WorldPay Secure Payment Page** is displayed.

- Select your payment method (only debit cards accepted for school items and trips).



- Enter your **Card Details**.
- Click **MAKE PAYMENT**.

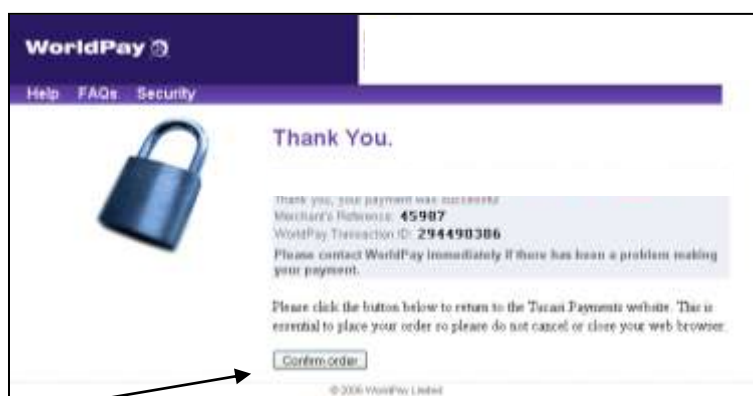


The payment is processed.

You must click on **Confirm order** to complete the transaction.

Do not cancel or close your web browser.

You must click on **Confirm order** to complete the transaction.



Your order will be displayed.

You will receive email confirmation to the address provided by you:

1. to confirm the payment from your bank.
2. to confirm the items purchased.

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## 6. *View/amend your account details*

- Click on **Your Account**.
- An **Order History** is displayed showing all recent activity on your account.
- Click on an **Order Number** to display the details of that order.
- Click on [Address](#) to view/amend the Billing Address details.
- Click on [Login Details](#) to amend the account login information.
- Click on [Pupils](#) to link Sibling accounts. Each child is issued with an Online link code, enter this code and click on link account.

There is an option on this page called [Pay Agreements](#) – this facility will allow regular recurring payments to be made, however this functionality is not yet operational.

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## **7. *Forgotten your password?***

- Go to **www.scopay.com/beaumont**.
- On the log in screen click on **I've forgotten my Password**.
- Type in your current email address.
- You will receive an email with your password details.

**OR**

- Contact the Finance Department at your school and they will reset your password.

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**For further enquiries, or to cancel an Online Payment,  
please contact the Finance Department at your school.  
Email: [finance@beaumont.herts.sch.uk](mailto:finance@beaumont.herts.sch.uk)**