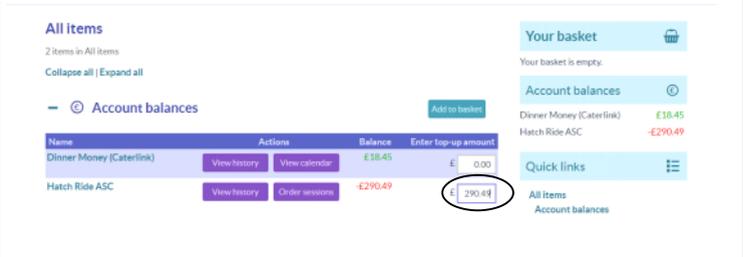
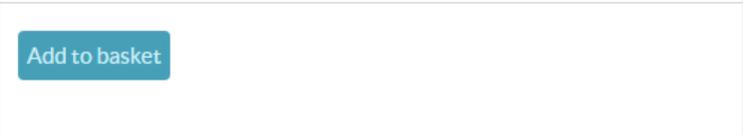
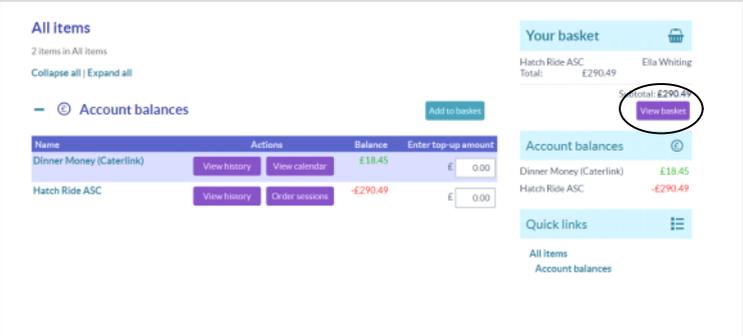
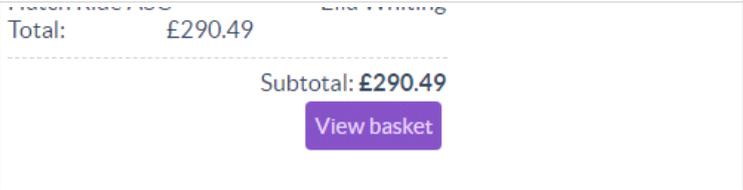
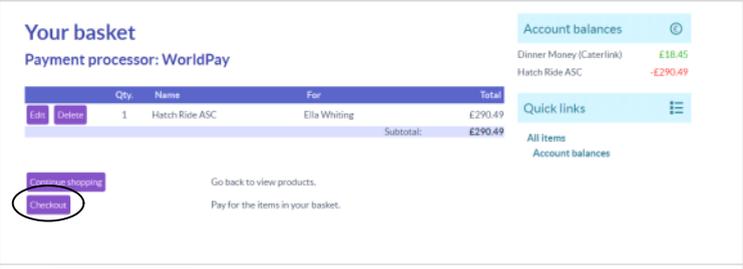


# How to Pay Online for your sessions

<p>1. Once you have booked your child's sessions, you will be able to see how much you owe in the <b>"View Products"</b> tab, as shown opposite:</p> <p>Values in Red are money owed, values in green show you have a positive balance.</p> <p>Note: if you are not activated to pay for school dinners on Scopay, then you will not see the Dinner Money account balance</p>	
<p>2. To pay for the sessions, first enter the amount you wish to pay in the <b>"Enter top-up amount"</b> field. This is just the amount you want to pay for by card, please deduct any childcare vouchers you have sent in part payment.</p> <p><b>BE CAREFUL TO PICK THE CORRECT "TOP UP" BOX.</b> If you accidentally top up Dinner Money, you will need to contact Caterlink for a refund. <b>ASC ARE NOT ABLE TO REFUND CATERLINK PAYMENTS.</b></p>	
<p>3. Click <b>"Add to basket"</b></p>	
<p>4. You will notice that a <b>"View Basket"</b> button appears in the top right under the <b>"Your Basket"</b> section.</p>	
<p>5. Click <b>"View Basket"</b></p>	
<p>6. From here you have the option to <b>"Continue Shopping"</b> - this gives you the option to go back to previous screens. Or the option to <b>"Checkout"</b></p>	
<p>7. Press the <b>"Checkout"</b> button</p>	
<p>8. Add your card billing address in the next screen and tick to save the details</p>	

Please confirm your address for payment. This address must be the same as your billing address for your credit/debit card.

**Your billing address**

Title	Mrs
First name	Theresa
Last name	Green
Address 1	29 Acacia Road
Address 2	
Town/city	Gotham
County/state/province	
Postcode	rg45 0lp
Country	United Kingdom

Tick here to save your details for next time:

9. Press "Process Payment"

Process payment

10. This will open the WorldPay payment page, select the payment method you want to use by clicking on the relevant image

**WorldPay**  
Help FAQs Security

### Secure Payment Page

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

**Select language** English

**Hatch Ride After School**  
Description Purchases at Hatch Ride Primary School (ref 872/2163)  
Amount £290.49

**Select your payment method**

Mastercard VISA Maestro JCB

Cancel

payments powered by **WorldPay** For help with your payment visit the: [WorldPay Help](#)

WorldPay (UK) Limited © 2012

11. Enter the card details and tick the "I'm not a robot" box

**WorldPay**  
Help FAQs Security

### Secure Payment Page

**Select language** English

**Hatch Ride After School**  
Payment method Mastercard  
Description Purchases at Hatch Ride Primary School (ref 872/2163)  
Amount £290.49

**Card details**

\* Indicates a required field  
\* Card number  
\* Security Code  
\* Expiry date  
\* Cardholder's name

**Cardholder validation**  
Please complete this challenge to prove you are a real person:

I'm not a robot

Start again Cancel **Make payment**

WorldPay (UK) Limited © 2012

12. Click "Make Payment"

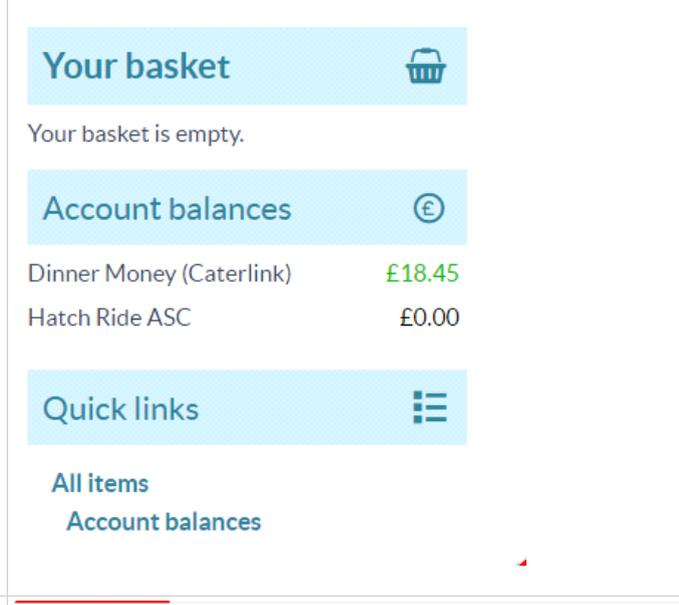
Make payment

13. Your card may take you to an authorisation page. Once the payment is complete you will see a "Thank you" page with your reference number on it - press "Continue"

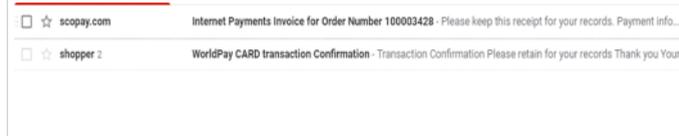


14. You can now go back into Scopay and check your owed balance, it should be reduced by the amount you paid.

Note: you may need to go out of Scopay and back in again if it does not show automatically that your balance is zero



15. You will receive 2 email confirmations. One is from "scopay.com" to confirm the amount you uploaded and sent to Worldpay. The second is from "shopper" which is Worldpay to say they received it.



16. If you have more than one child at ASC, then you can go back to Scopay.com and select the other child. Find "Selected account" in the right hand side of the screen and use the white triangle drop down to pick another of your children. Repeat the steps above to send an online payment for their account also.

