



The St Crispin's School Tucasi Internet Payments System allows you to make school payments from home using the internet. The payment will be made through WorldPay, a secure system used by Wokingham Borough Council.

When your child starts school we will issue with a **Pupil Link Code** which will allow you to create your online account following the instructions below:

Create Your Online Payment Account:

- 1.** Go to www.scopay.com/stcrispins or follow the link 'Information for parents' and then for 'Tucasi' on the school web site www.crispins.co.uk.
- 2.** Click on Create New Account.
- 3.** Enter your Email address and a Password.
- 4.** Confirm the Password.
- 5.** Enter the **Pupil Link Code** that you have been provided with.
- 6.** Enter the rest of the billing details to match your credit or debit card and click on Confirm.
- 7.** An e-mail will then be sent to your e-mail address asking you to click (or copy and paste) a link to verify your e-mail address and activate your account.
- 8.** Log on to your email account and click on the link to activate the account.

If your child has any siblings at the school, link the sibling accounts, as follows:

- 9.** Go to www.scopay.com/stcrispins or follow the link on the school web site as above.
- 10.** Log in using your email address and password created above.
- 11.** At the top of the screen, click on Your Account, then click on Link Accounts.
- 12.** Enter the Pupil Link Code for the sibling provided by school. Please e-mail on the address below if you need a Pupil Link Code.
- 13.** Click on Link accounts. Click on Trips and Products to return to the Payments screen.
- 14.** If the Trip/Product you are looking for is not available please wait 24 hours for the system to update.

If you need any help using the Tucasi system, please email your enquiry to: onlinepayments@crispins.co.uk and leave your child's name, form and a contact telephone number. We will respond as soon as possible.