

**INTERNET PAYMENTS
USER INSTRUCTIONS**

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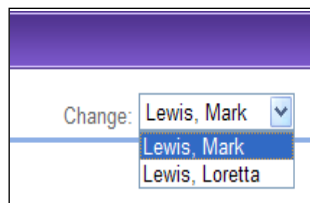
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1. **Connect to the Internet payments website**

- Load your Internet browser (*this might be Internet Explorer or Mozilla Firefox*).
- To allow you to use the school Internet 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, enter the website address supplied by your child's school.
- If you are a New User please click on **Create New Account**
 - Follow the prompts to enter your *Email Address* and a *Password*
 - Enter the *Pupil Link Code* which was provided on the letter from school.
PLEASE NOTE: the letter mentions *Username* and *Password* which are the same, this is now *the Pupil Link Code*
 - Enter your billing address details (these need to match the address on the credit/debit card that will be used for making online payments). You can enter these details later during the purchase procedure if you wish.
 - Click **Confirm**.
- Log on to your Email Account and click on the link to activate the account (if you cannot see the email from Tucasi please check you Junk Email Folder)
- To Log on use your account enter you Email Address and Password.
- If on first login, any siblings accounts cannot be displayed, you will need to link the sibling accounts, as follows:
 - At the top of the screen, click on **Your Account**.
 - Click on **Link Accounts**
 - Enter the *Pupil Link Code* provided in the letters
 - Click again on **Link Accounts**
 - You will now be able to make payments for any linked pupil accounts.

2. *Select a pupil*

- Your child's name is displayed on the screen. If you wish to make a payment against a sibling, select their name from the **Change** drop down box.



3. *Make your purchases*

a. **Trip payments**

- Click on **Trip payments** to display trips that your child is currently selected for, together with amounts **Owing** and **Paid**. Trip payments will not be displayed if they are not available to your child.
- To make a trip payment, enter an amount in the **Enter payment amount** field. Click on **Add To Basket**.
- Click on a trip name to view details of the trip including any relevant notes 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 **Trip payments** and select **View** to display all payments made against this trip using the Internet, cash or cheque.

b. **Uniform (This option is not yet available for on line payments)**

- Click on **Uniform** to display uniform items for sale at school, if applicable. Uniform will not be displayed if these items are not available on line to your child.
- Select a **Quantity**, select the **Size** (if relevant) and click on **Add To Basket**.

c. **Optional trips**

- Click on **Optional trips** to display trips that are available to your child, but for which they are not currently selected. Making a payment will add your child to this trip. The total cost of the trip is displayed.
- To make a trip payment enter a payment in the **Enter payment amount** field. Click on **Add To Basket**.

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.
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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.

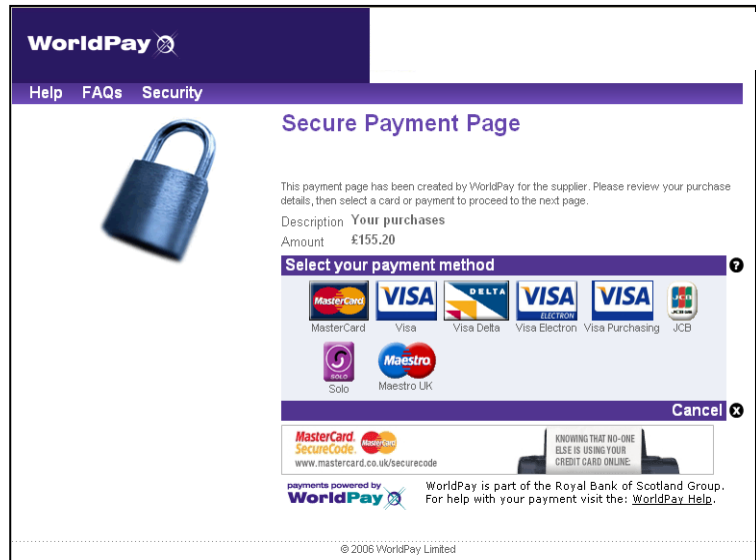
Emails will be sent to the email address entered to:

- Confirm payment by Bank.
- Confirm order and items purchased.
- Click on **Place Order**.

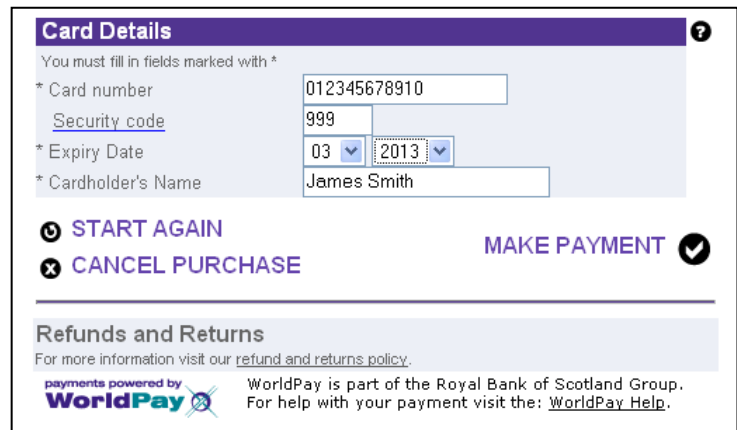
b. WorldPay Secure Payment Page

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

- Click on your payment method.



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

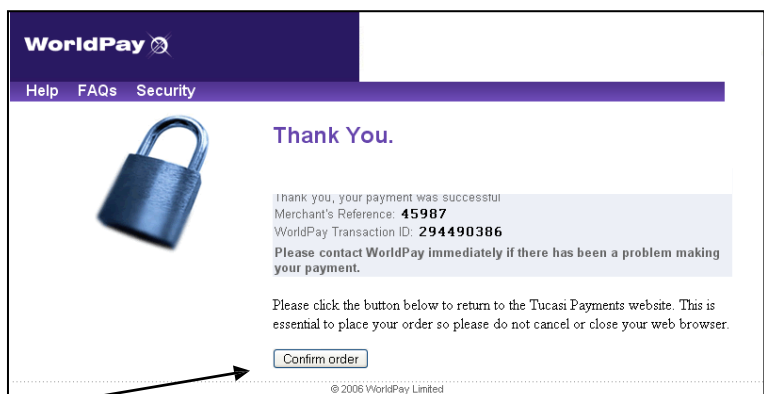


The payment is processed.

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.

6. *View/amend your account details*

- Click on **Your Account**.
- Your child's **Order History** is displayed.
- Click on an **Order Number** to display the details of that order.
- Click on **Addresses** to view/amend the Billing Address details.
- Click on **User Name/Password** to amend the account login information.
- Click on **Pupil Options** to set the daily spend limit for your child if your school has cashless catering.
- Click on **Logout** to exit the Internet payment system or select **Logout** at the top right of the screen.

**For further enquiries, or to cancel an Internet payment,
please contact the Finance Department at your school.**