



Kings Langley School

Unlocking Potential for Life

Online Payment Set Up Guide



Create Your Online Payment Account:

1. Go to www.scopay.com or www.kls.herts.sch.uk - **Internet Payments**
2. Click on **Register as a new user**
3. Enter your Email address and a Password.
4. Confirm the Password.
5. Enter the Pupil Online Link Code provided in your introduction letter.
6. Enter the rest of the billing details to match your credit or debit card and click on Confirm.
7. Log on to your email account and click on the link to activate the account (if the email doesn't appear in your Inbox, you should check your Junk Email folder).

Link New Pupils/Siblings to an existing Online Payment Account:

If, on first login using your email address and password created above any sibling accounts cannot be displayed, you will need to link the sibling accounts as follows – each student has a unique Pupil Online Link Code,

1. At the top of the screen, click on **Your info**
2. Click on Link accounts.
3. Enter the Pupil Online Link Code for the sibling provided by school.
4. Click on Link account.
5. You will now be able to make payments for any linked pupil accounts.

Trips/Events requiring a permission slip

It is still of great importance that permission slips are returned to the Finance Office post box for all school trips/events. Students are only allowed to participate on a school trip/event if we have a signed permission slip confirming correct contact and medical details.

Making a Double Payment, Canteen and School

Please be aware that if, on the same occasion, you want to make a payment for the canteen and another for a school trip/item you will need to follow the checkout procedure twice. After adding items to your basket, go to **Checkout** and follow the instructions on the screen making sure you complete both checkouts. Payments for the canteen will be paid into our caterers' bank account – **Culinera Ltd** and school payments will be paid into our main school bank account – **Kings Langley School**. Once you have followed the checkout through twice you will receive two separate receipts.

If you have any difficulties with setting up your internet payment account, please call the Finance Office on 01923 271741 for further help.

Many thanks

Finance Office