**Pupil:**

**Class:**

**Link Code:**

Dear Parent/Carer

**Confidential Online Account Access Information**

We are delighted to welcome you to your ***Queensbridge*** online account. Your account will allow you to ***check balances for dinner money and Play Centre to make payments to the school. You can also use your account for other tasks such as checking your child’s meal history and reprinting receipts.***

You can use the same account for any children you have at this school, and for children at other schools which also use **Tucasi**secure **scopay.com** system.

**I already have a scopay.com account for another child:**

Log on to your account using your existing username and password. Select the **Link Accounts** option from the **Your info** menu heading and enter the unique online **link code** to add Naim’s account.

**I don’t yet have a scopay.com account:**

Visit **www.scopay.com/school** and **Register as a New User**. Follow the instructions on the screen to enter your details and add the unique online **link code** for Naim when prompted.

**Note**: Online link code is for **one time use only**. It is not needed once the account has been activated.

If you have received more than one account access letter, for siblings at this school, create your account as above for the first child and link the second child using the instructions in the ‘**I already have a scopay.com account’** option above.

If you need help registering your account you will find links to a Quick Reference Guide and a short video tutorial at **www.scopay.com/school**.

Please contact the school if you require any further assistance.

Yours sincerely

School Office