



Thornleigh Salesian College
A Sports College



Online Payments for Cashless Catering and Trips

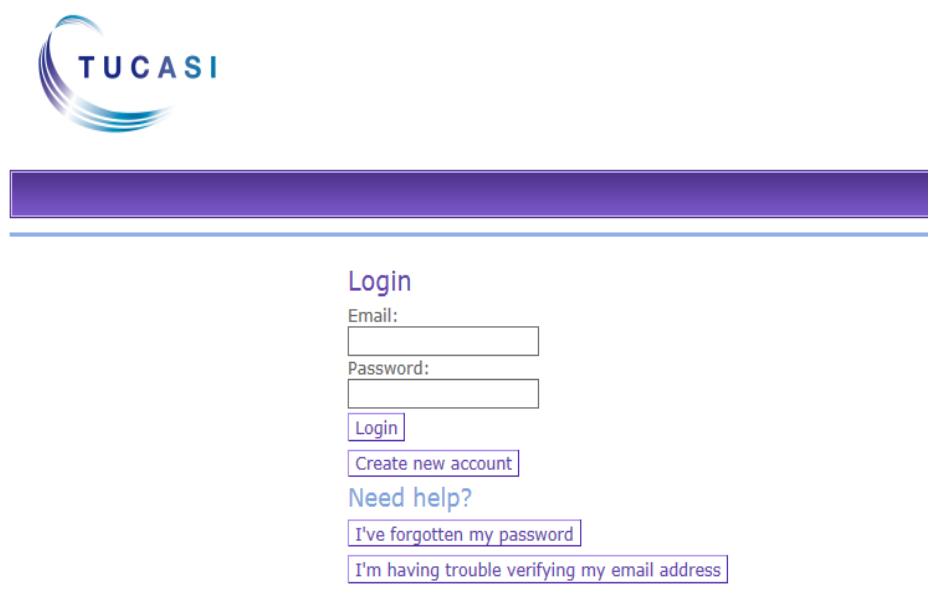
User Instructions

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1. **Connect to the Online Payments website**

- Go to the school website www.thornleigh.bolton.sch.uk and go to the <Parent Zone> tab and select <on-line payment>. This will open a page like this:



TUCASI

Login

Email:

Password:

Need help?

- Click on Create New Account
- **Enter your email address and a password of your choice.**
- Now enter the Online link code that has been supplied by the school (See separate letter(s) enclosed with this guide). You will be provided with an Online link code for each child you have at the school. At this stage you will only need to use the link code for one child as the system automatically links siblings.
- Enter your billing address details (these need to match the address on the credit/debit card that will be used for making online payments).
- Click on Confirm.
- Login with your email address and password
- The **items** available to purchase for your child will be displayed.

2. **Select a Pupil**

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

To add a sibling see section 6 View/amend your account details.

3. ***Make your purchases***

To navigate to the item you want to make a payment against, either use the Quick Links on the right hand side of the screen or scroll down to relevant item. You can also collapse and expand the item groups to view

a. School Meals Mellor Catering payments

Account payments are used to top up funds to pay for food in the cashless canteen system. These will not be displayed if they are not available to your child.

Account payments display your child's current **School Meals Mellor Catering account** balance and top up facility.

- **School Meals Mellors Catering payments**
- To make a Pre-payment account top-up (for cashless cafeteria), enter an amount in the **Enter top-up amount** field. Click on **Add to Basket**. This will appear in your basket (top right hand side)
- Click on **View History** to display all Account payments history made using Internet, cash or cheque for **the School Meals Mellors Catering Pre-payment account**.

View School Meals Mellors Catering Account

- Displays history of **Account deposit** payments made online or in school.
- **Payment on account** displays what your child has spent.

b. Trips payments

- Click on **Trips** to display ones that your child is currently selected for, together with amounts **Owing** and **Paid**. Trip/event payments will not be displayed if they are not available to your child.
- Some **Trips** may have (Optional) next to them. These are for events your child is eligible to attend if you would like them to.
- To make a trip/event payment, enter an amount in the **Enter payment amount** field. Click on **Add to Basket**. This will appear in your basket (top right hand side).
- 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 **View History** to display all payments made against this trip using the Internet, cash or cheque.

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.

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.

- Select your payment method.

The screenshot displays the WorldPay Secure Payment Page for St Paul's Catholic College. At the top, there is a navigation bar with 'WorldPay' and 'St PAUL'S CATHOLIC COLLEGE' logos, and links for 'Help', 'FAQs', and 'Security'. The main heading is 'Secure Payment Page'. A large padlock icon is on the left. A red warning states 'TEST MODE - this is not a live transaction'. Below this, a message says 'This payment page has been created by WorldPay for the supplier. Please review your purchase details, then select a card or payment to proceed to the next page.' The transaction details are: Description 'Your purchases' and Amount '£155.20'. A section titled 'Select your payment method' contains icons for MasterCard, Visa, Visa Delta, Visa Electron, Visa Purchasing, JCB, Solo, and Maestro UK. A 'Cancel' button is at the bottom right of this section. At the bottom of the page, there is a MasterCard SecureCode logo and a WorldPay logo with the text 'payments powered by WorldPay'. A small box on the right says 'KNOWING THAT NO-ONE ELSE IS USING YOUR CREDIT CARD ONLINE.' The footer includes '© 2006 WorldPay Limited' and 'WorldPay is part of the Royal Bank of Scotland Group. For help with your payment visit the: [WorldPay Help](#)'.

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

The payment is processed.

Card Details ?

You must fill in fields marked with *

* Card number	<input type="text" value="012345678910"/>
Security code	<input type="text" value="999"/>
* Expiry Date	<input type="text" value="03"/> <input type="text" value="2013"/>
* Cardholder's Name	<input type="text" value="James Smith"/>

START AGAIN
MAKE PAYMENT

CANCEL PURCHASE
MAKE PAYMENT

Refunds and Returns

For more information visit our [refund and returns policy](#).

WorldPay is part of the Royal Bank of Scotland Group.
 For help with your payment visit the: [WorldPay Help](#).

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.

St PAUL'S CATHOLIC COLLEGE

Help
FAQs
Security

Thank You.

This was NOT a live transaction - no money has changed hands

Thank you, your payment was successful
 Merchant's Reference: **45987**
 WorldPay Transaction ID: **294490386**

Please contact WorldPay immediately if there has been a problem making your payment.

Please click the button below to return to the Tucasi Payments website. This is essential to place your order so please do not cancel or close your web browser.

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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 **Email/Password** to amend the account login information.
- Click on **Pupil Settings** to set the daily spend limit for your child if your school has cashless catering.
- Click on **Link Account** to link Sibling accounts. Each child is issued with an Online link code, enter this code and click on link account.
- Click on **Logout** to exit the Online Payment system or select **Logout** at the top right of the screen.

7. *Forgotten your password?*

- Load your web browser and enter the website address supplied by your child's school.
 - On the log in screen select **Reset Password**.
 - Type in your current email address.
 - You will receive an email with your password details.
- OR**
- Contact the Finance Department at your school and they will reset your password.

**For further enquiries
please contact the Finance Department at school.**