



20 September 2018

[www.upaychilli.com](http://www.upaychilli.com) Instructions

Dear Parents & Carers,

Please note that, Scopay will not give a current swipe card balance unless you also register for an account with [www.upaychilli.com](http://www.upaychilli.com). This site will also allow you to view purchases made in the canteen.

- On the home page – Register For a UPAY Account (Centre of screen)
- Enter and confirm your email address (and mobile phone number if you choose to)
- Affiliate ID KINGSSCHOOL
- You must tick the top 2 tick boxes- term & conditions and Service Messages
- You may choose to tick the further 3 tick boxes, but it is not a requirement
- Select the **User ID** box and input your child's swipe card number. Please note, if the original card has been lost, remove the last 2 digits from the card they have (format should be 6 digits starting with 01)
- Confirm the child's ID
- Enter and confirm a password of your choice
- Click on Login to return to the log-in page

For more than one student, you must Register For a UPAY account again. If you use the same email address, the accounts will be linked.

Once you have an account, the homepage will give you a current balance. To see purchase details, click on the 3 horizontal lines (Top right corner) and select "Statement". Click on "Show Product Details" on the right.

If you have any difficulty in activating your account or navigating 'Upaychilli', please email the finance team: [finance@kings.peterborough.sch.uk](mailto:finance@kings.peterborough.sch.uk).

Yours faithfully,

Mrs R Shortland  
Finance Department