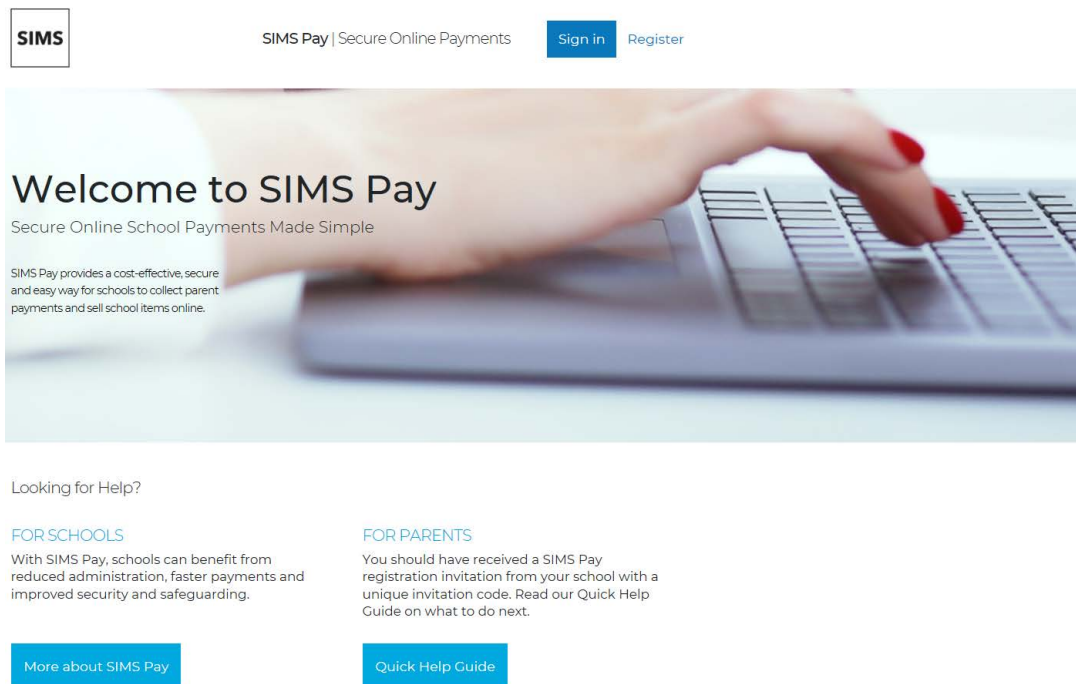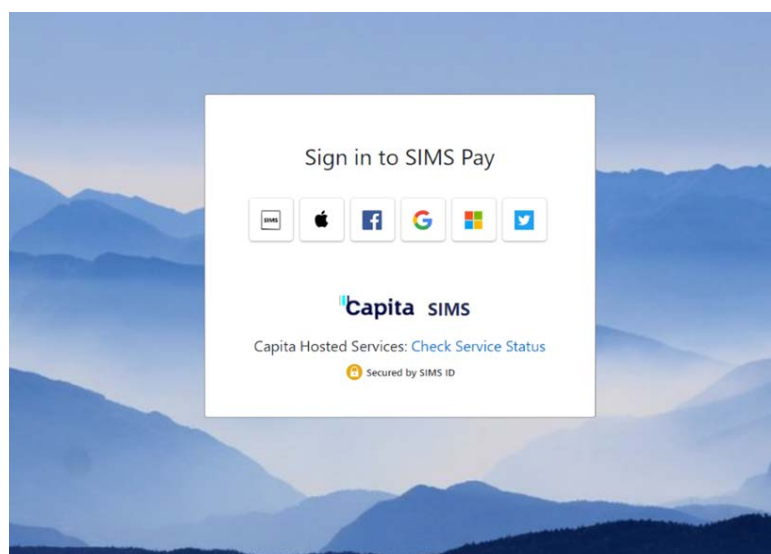# SIMS PAY

Registering your Account

The registration process for parents / carers is as follows:

1. Navigate to the URL for the SIMS Pay website given in the invitation.

2. Click the **Register** button on the right-hand side of the screen to display the

Sign in to SIMS Pay page using the same option as you use for logging into the app.

You can only choose apple, facebook, Google, Microsoft or twitter as your log in choices.
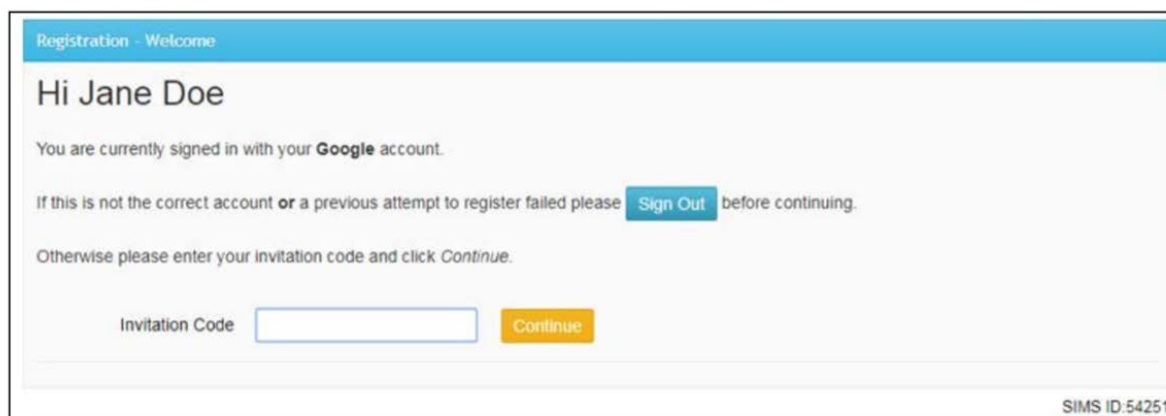

> *NOTE: If you see the **Account Welcome** page instead of the **Sign in to SIMS Pay** page, review the guidance (please see Account Welcome Page on page 11).*

> *NOTE: To register a SIMS Pay account, you will need an account with one of our supported identity providers: Microsoft, Office 365, Google, Facebook or Twitter. It is possible to use an existing account to register, or you can create a new one.*

3. Click the icon for your preferred account provider to be directed to sign in.

    The precise steps will vary depending on which account provider you select, but typically you will be asked to sign in to your account and satisfy account security.

    The **Registration - Welcome** page is displayed, showing your name (as recorded by the account) and the identity provider you selected. This is helpful if you share a computer with other users.
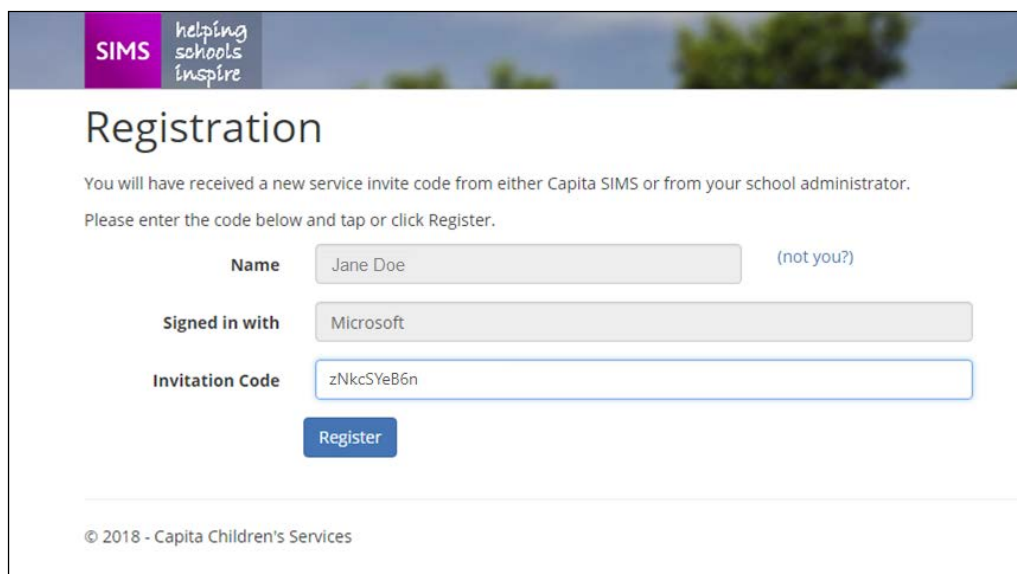

4. Check that the name and account are what you expected to see.
    -   If the details are correct, enter the **Invitation Code** from your email invitation, then click the **Continue** button.
    -   If the account details are incorrect, click the **Sign Out** button, then sign in again with the correct account.

5. One of three pages is displayed:
    -   The SIMS ID **Registration** page. This is the standard registration sequence for new users of SIMS ID (please see *Registration* on page *6*).
    -   The **Confirm Details** page. You will see this page if you have previously registered for another SIMS Online Service with these credentials e.g. the Parent App (please see *Confirming Account Details in SIMS Pay* on page *7*).
    -   An error message is displayed at the bottom of the **Registration- Welcome** page (please see *Errors Encountered When Entering the Invitation Code* on page *11*).
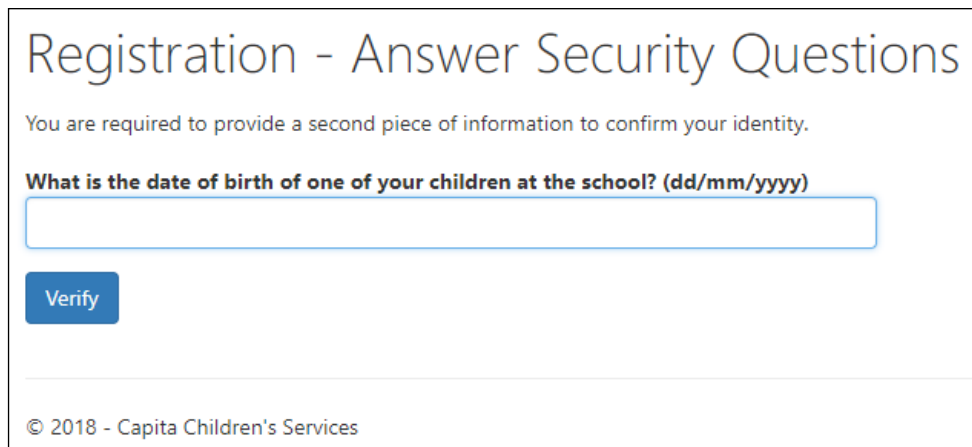
Registration

If this is the first time you have registered this account with SIMS ID, the SIMS ID **Registration** page is displayed.

The **Invitation Code** field is pre-populated with the code you entered on the **Registration - Welcome** page.

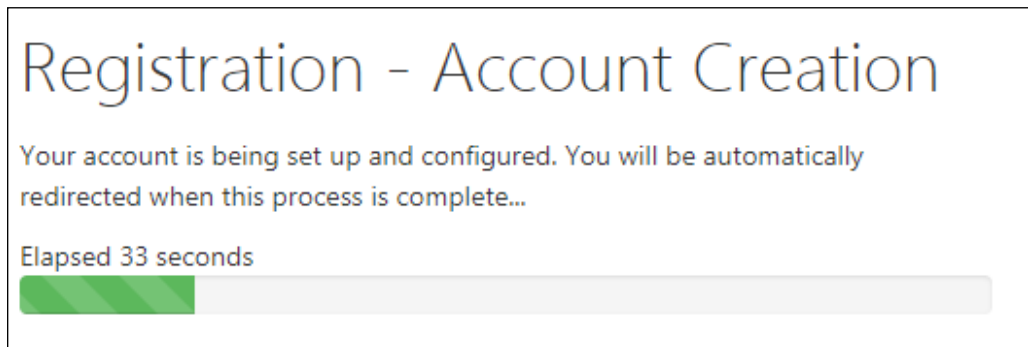1. Click the **Register** button.

2. Enter the information requested on the **Registration - Answer Security Question page.**

    This is the same information referred to in the invitation received from the school.

    ▪ Parent/guardians enter the date of birth of their child/one of their children at the school.

3.   Click the **Verify** button to create your account.

Registration - Account Creation

Your account is being set up and configured. You will be automatically redirected when this process is complete...

Elapsed 33 seconds

Once the account is set up, you are redirected to SIMS Pay to complete the account set up (please see *Confirming Account Details in SIMS Pay* on page *7*).

Confirming Account Details in SIMS Pay

Once your account is set up, you are redirected to SIMS Pay.

> NOTE: If you have already registered these credentials with SIMS ID, you will be directed here from the **Registration - Welcome** page.


1. On the **Confirm Details** page, check that your **Title**, **Forename**, **Surname** and **School** details are correct.
   a. If the read-only information is correct, click the **Continue** button.
   b. If the read-only information is incorrect, click the **Cancel** button.

2. Complete your account details if this is the <u>first</u> time you have registered a SIMS Pay account.

   If you have previously registered with SIMS Pay (e.g. at another school), you will not see this step.

a. Record an **Email Address** and repeat this in the **Confirm Email Address** field.

b. The **Enable automatic email notifications from SIMS Pay** check box should be selected if you wish to receive email notifications from SIMS Pay. Deselect this check box, if required (please see *Checking My Details* on page *15*).

c. Cardholder information is pre-populated with the details of the primary contact. If these are incorrect, enter the **Cardholder Name** and **Billing Address** (including **Town** and **Postcode**) for the card holder who will be making payments.

> *TIP: Cardholder details will be used during the checkout process to save time. If you would prefer to enter these details at the checkout each time you pay for an item, these details can be left blank.*

d. Click the **Continue** button.
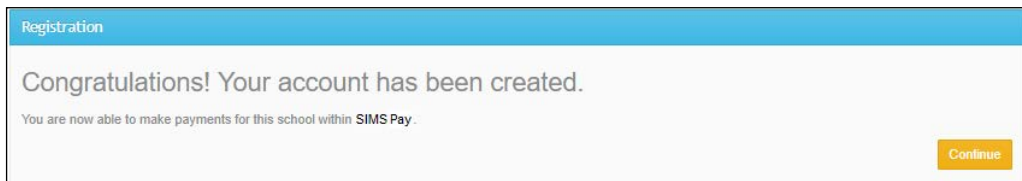
If you have previously registered with SIMS Pay, you will not see the **Congratulations!** page.

3. Click the **Continue** button on the **Congratulations!** page.