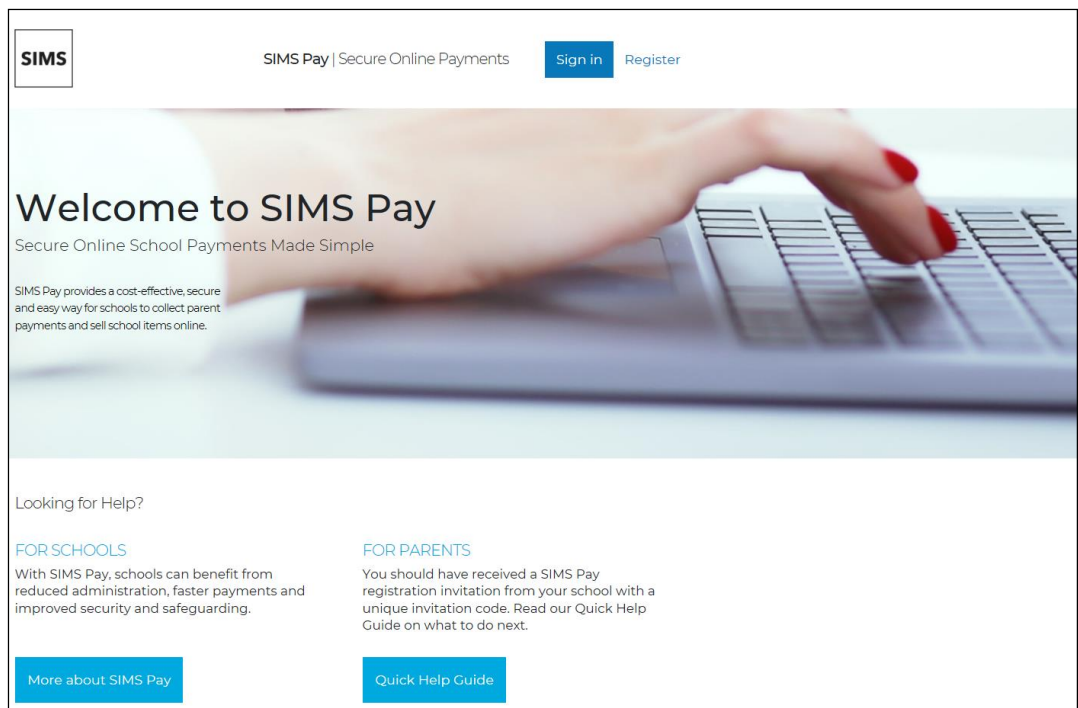


## Registering your Account

The registration process for the following customers is the same:

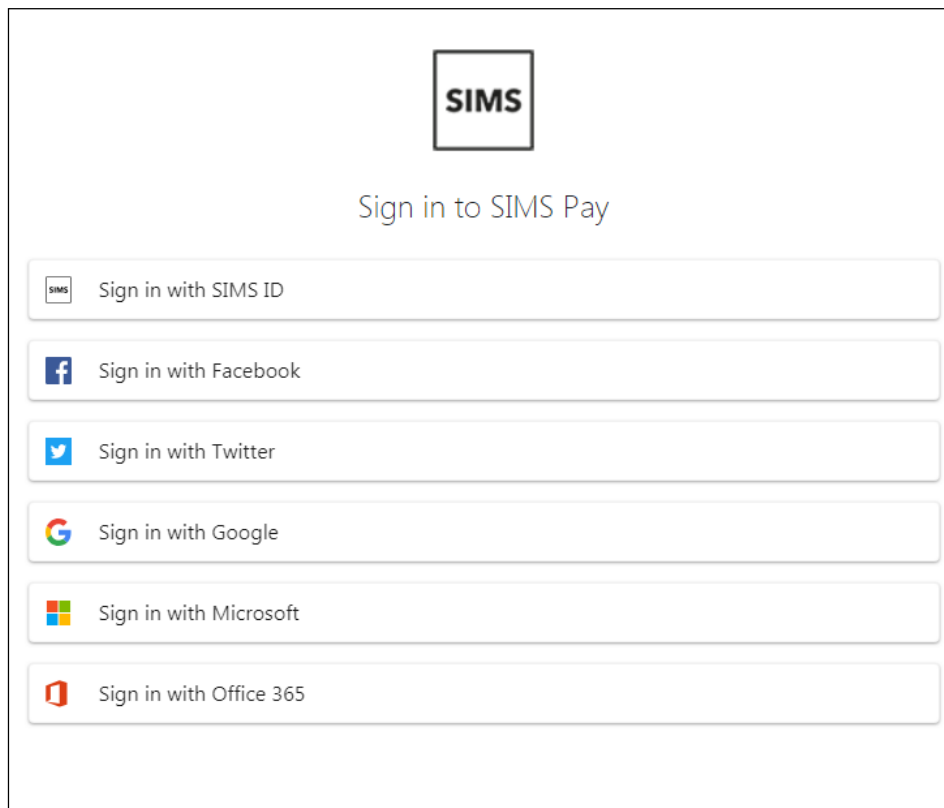
- the parent/guardian of a child(ren) at the school,
- a school employee who may also be the parent/guardian of a child(ren) at the school,
- an administrator of SIMS Pay who is a school employee and who may also be the parent/guardian of a child(ren) at the school.

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



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2. Click the **Register** button on the right-hand side of the screen to display the **Sign in to SIMS Pay** page.

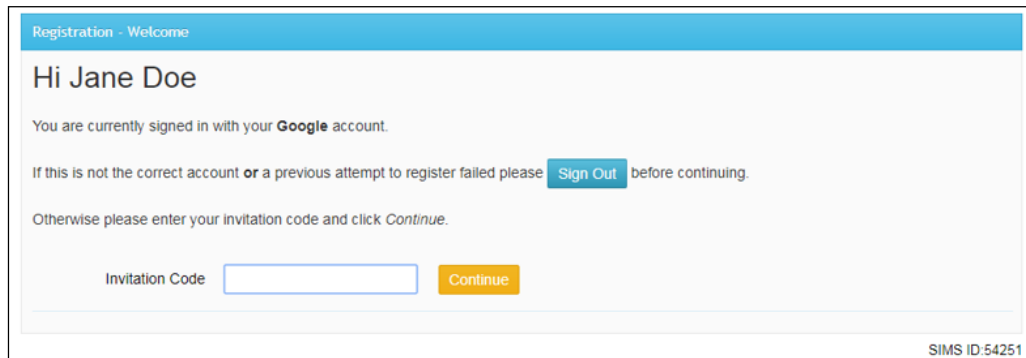


**NOTE:** If you see the **Account Welcome** page instead of the **Sign in to SIMS Pay** page, review the guidance (please see Account Welcome Page on page 8).

**NOTE:** To register a SIMS Pay account, you will need an account with one of our supported identity providers: SIMS ID, 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. If this is the first time you have registered this account with SIMS Online Services, you will see the **SIMS ID permissions requested** page (please see *SIMS ID Permissions* on page 8).

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.



Registration - Welcome

Hi Jane Doe

You are currently signed in with your **Google** account.

If this is not the correct account or a previous attempt to register failed please **Sign Out** before continuing.

Otherwise please enter your invitation code and click *Continue*.

Invitation Code  **Continue**

SIMS ID:54251

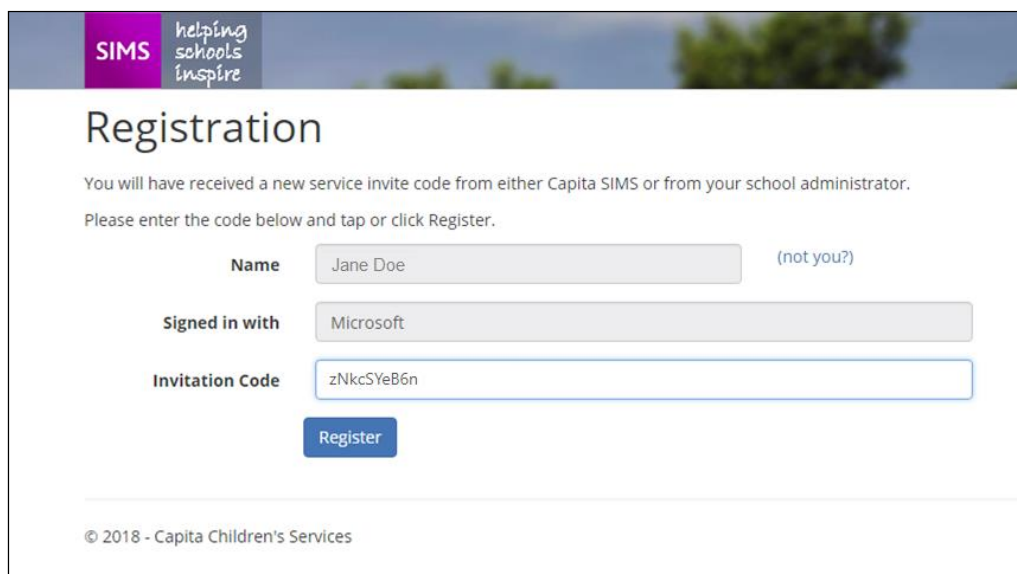
4. Check that the name and account are what you expected to see.
  - If the details are correct, enter the **Invitation Code** from your invitation, then click the **Continue** button.
  - If the account details are incorrect, click the **Sign Out** button, then sign in again with the correct account.
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 4).
  - The **Confirm Details** page. You will see this page if you have previously registered for another SIMS Online Service with these credentials (please see *Confirming Account Details in SIMS Pay* on page 5).
  - An error message is displayed at the bottom of the **Registration - Welcome** page (please see *Errors Encountered When Entering the Invitation Code* on page **Error! Bookmark not defined.**).

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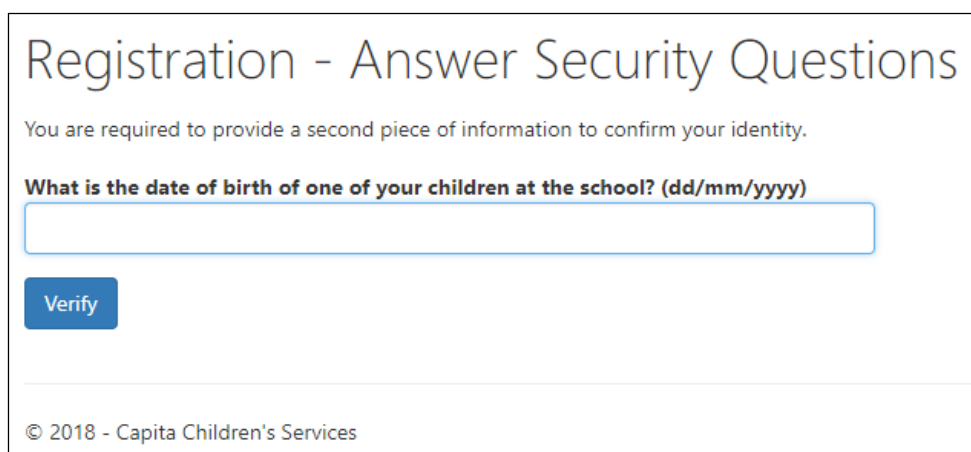
## Registration

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.



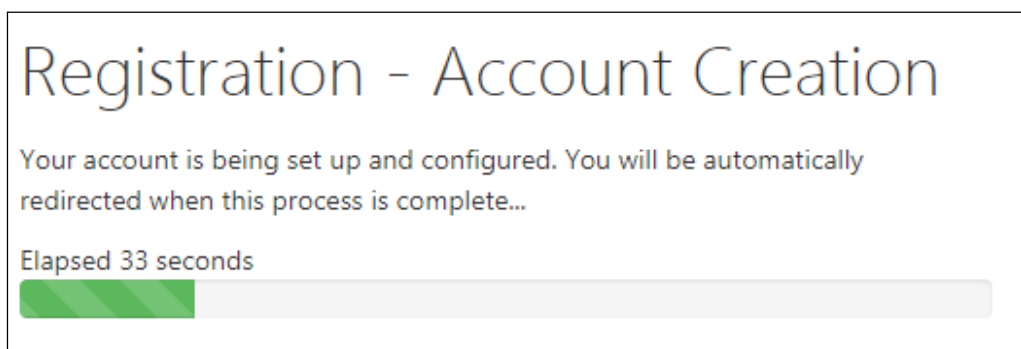
**NOTE:** The security question you are asked depends on whether you are registering as a parent/guardian or as an employee. The invitation from the school identifies the information you need to provide.

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.
- School employees enter their own date of birth, even if they are also registering as parent/guardians and/or administrators.

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



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 5).

## 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.

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2. Complete your account details if this is the first 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.

Registration mandatory fields marked with a \*

### Create Account

Please complete your account details below.

Title \* Mrs

Forename \* Tessa

Surname \* Canzano

Email Address \* [redacted]@outlook.com

Confirm Email Address \* [redacted]@outlook.com

Cardholder Name Mrs Tessa Canzano

Billing Address 22 Lodge Avenue

Town Bedford

County

Postcode MK44 7DD

Country

Allow automatic email notifications from SIMS Pay

Cancel Continue

- 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 **Error! Bookmark not defined.**).
- 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.

Registration

### Congratulations! Your account has been created.

You are now able to make payments for this school within SIMS Pay.

Continue

**NOTE: If you are also an administrator, this message will read *You are now able to administer this school and make payments for this school within SIMS Pay.***

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

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

If you are an administrator, SIMS Pay opens at the **Dashboard**. For all other users, SIMS Pay opens at **My Homepage**. You can now use SIMS Pay.

The screenshot displays the SIMS Pay user interface. At the top right, there are links for 'My Account' and 'My Basket' with a value of '£0.00 [0]'. The main content area is divided into several sections:

- User Profile:** A profile card for 'Charlotte' with a photo and a balance of '+£18.00'. Below it, the school name 'Waters Edge School (2) (N2) | (AM)' is shown, along with an 'Add Link' button.
- Navigation Menu:** A list of categories including 'Statements' (School Meals, Transactions), 'Products' (Uniform, Stationery, Trips, School Clubs, Events, Online Shop, Fees & Subs, Exams & Lessons), and 'Add Link'.
- School Meal Balance:** A green box showing 'Your balance is +£18.00' and an option to 'Add funds between £5.00 and £100.00' with an 'Add to Basket' button.
- Meal Purchase History:** A blue box with a table header: 'Item', 'Date', 'Cost'. A 'See More' button is at the bottom.
- Messages:** An orange box containing two messages from '11 Apr 2018'. The first message is about 'Tickets for the School trip to Chessington Word of Adventure'. The second message is a reminder to 'top up your child's school meal balance'. Both messages have 'See More' buttons.

At the bottom of the page, there is a footer with the following information:

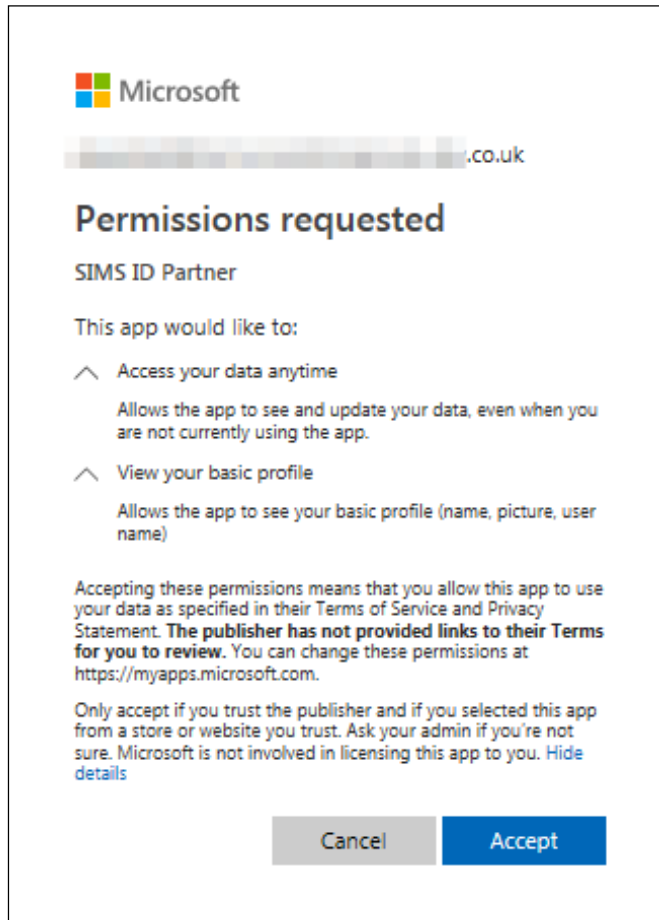
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## SIMS ID Permissions

If this is the first time you have registered this account with SIMS Online Services, you will see the SIMS ID permission screen.

Click the **Accept** button.



The permissions screen has a link to the SIMS ID Support & User Guide Legal page (<https://id.sims.co.uk/support/SiteSettings/Wiki/Index/51?title=Legal>). This page provides links to the Legal Statement, SIMS ID Cookie Policy and SIMS ID Privacy Guidance Statement.

## Account Welcome Page

If you see the **Account Welcome** page during registration, this means you clicked the **Sign In** button instead of the **Register** button.

Click the yellow **Register Account** button at the bottom of the page to be redirected to the SIMS ID registration sequence (please see *Registering your Account* on page 1).