

# SIMs Pay Registration Instructions

## How do I get started with SIMs Pay?

### 1.

An email will be sent to your email address inviting you to register for SIMs Pay, follow the instructions given (Tip – Copy the personal invitation code and paste into the relevant box on the next page). **Please find below an example of the email.**

Dear Bob

You're invited to start using SIMS Pay at Coleridge Primary.

Within SIMS Pay you will be able to administer the school and make payments for yourself.

To register, you will need:

- Your personal invitation code:  
**KC2B9437B9**
- Your Date of Birth.

You will need to use this invitation code before **07 Sep 2020**.

When ready, go to SIMS Pay and choose the **Register** option.

[Go to SIMS Pay](#)

*If the above button doesn't work, copy and paste the following link into your browser:*

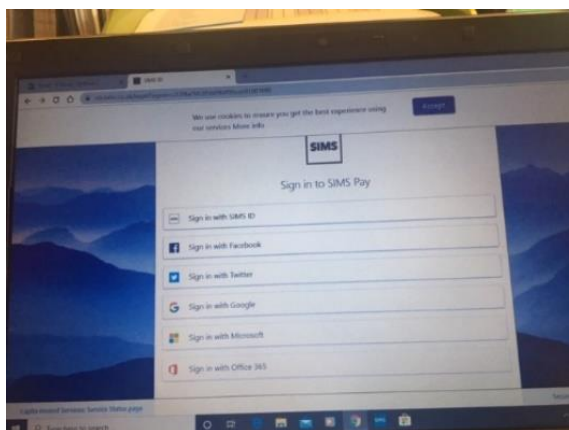
<https://www.sims-pay.co.uk>

### 2.



The below screen will appear, **click on Register button** on top right

### 3.



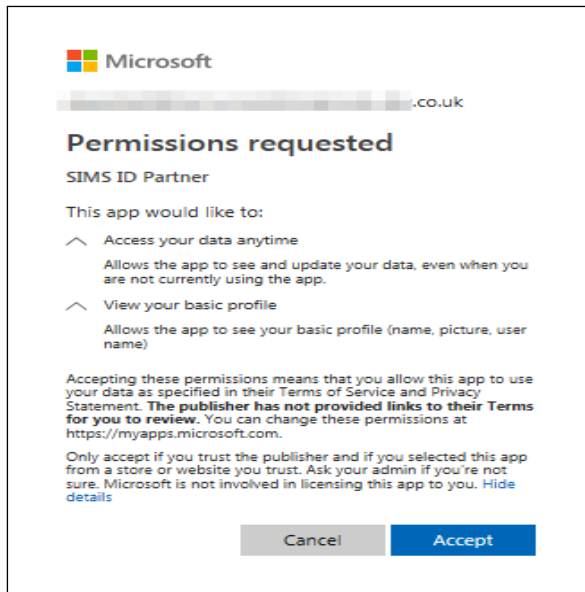
*To register a SIMS Pay account, you will need an account with one of our supported identity providers: SIMS ID, Microsoft, Office 365, Google, Facebook or Twitter. It is possible to use an existing account to register, or you can create a new one.*

**Click the icon of your provider**

The precise steps will vary depending on which account provider you select.

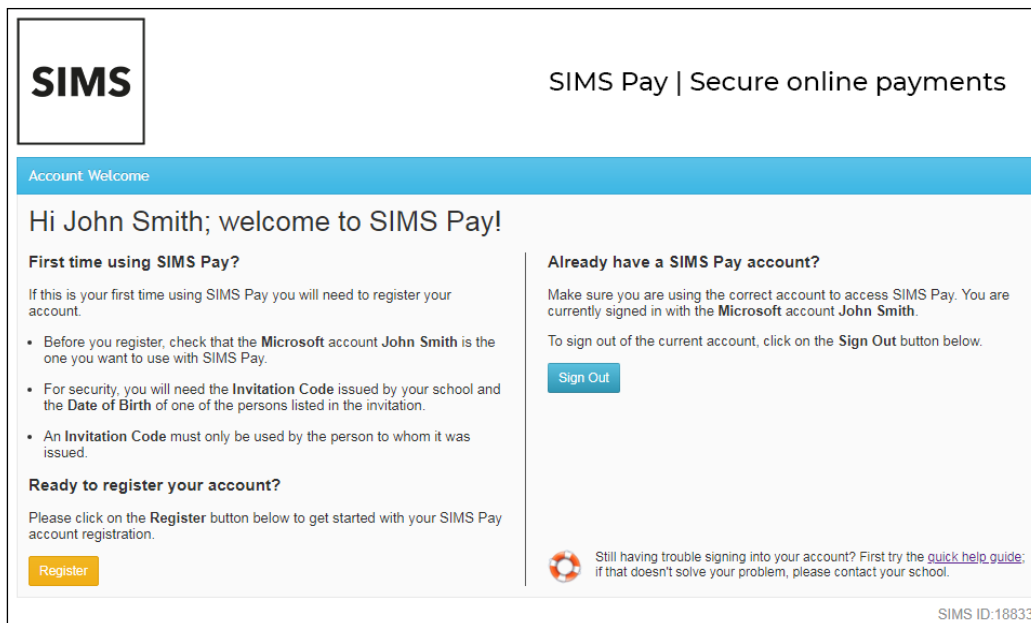
If you change your e-mail address please inform the school.

4. A permission requested screen will appear for your particular provider, for example if you choose to login with Microsoft you will see the screen below



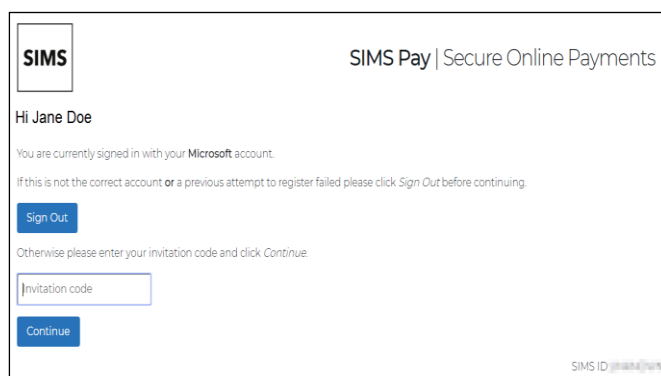
Check your email address is correct at the top eg. p.smith@outlook.com **if it is correct click on Accept.** If it is not click on Cancel and follow instructions.

## 5. Sims pay screen



Click on the **yellow register button**

## 6.



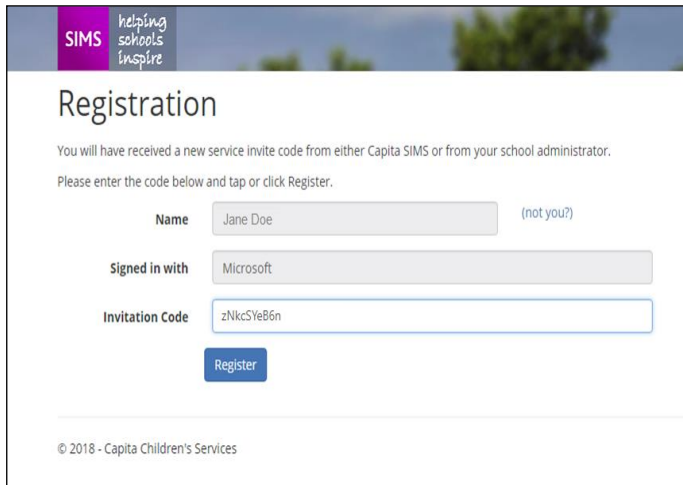
This screen will appear – your name will be shown. If your name does not show click on Sign Out. If all is correct Paste in or type in your personal invitation code.

**Example** – this will be found on your invitation email

Your personal invitation code:  
**KC2B9437B9**

Click on blue **Continue button** when entered

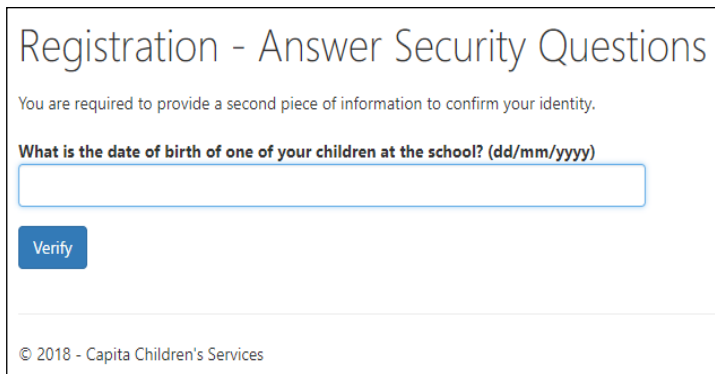
7.



The screenshot shows a registration page for SIMS. At the top left is the SIMS logo with the tagline 'helping schools inspire'. The main heading is 'Registration'. Below it, a message states: 'You will have received a new service invite code from either Capita SIMS or from your school administrator. Please enter the code below and tap or click Register.' There are three input fields: 'Name' with the value 'Jane Doe' and a '(not you?)' link; 'Signed in with' with the value 'Microsoft'; and 'Invitation Code' with the value 'zNkcSYeB6n'. A blue 'Register' button is positioned below the code field. At the bottom left, the copyright notice reads '© 2018 - Capita Children's Services'.

Click on blue **Register button**

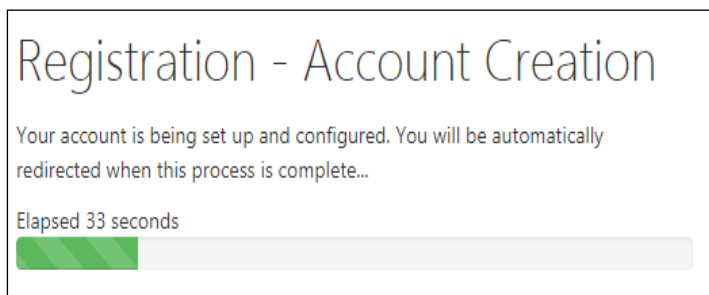
8.



The screenshot shows a security question page titled 'Registration - Answer Security Questions'. The text reads: 'You are required to provide a second piece of information to confirm your identity.' The question is 'What is the date of birth of one of your children at the school? (dd/mm/yyyy)'. There is a single text input field for the answer. A blue 'Verify' button is located below the input field. At the bottom left, the copyright notice reads '© 2018 - Capita Children's Services'.

Enter the date of birth of your child/one of their children at the school.

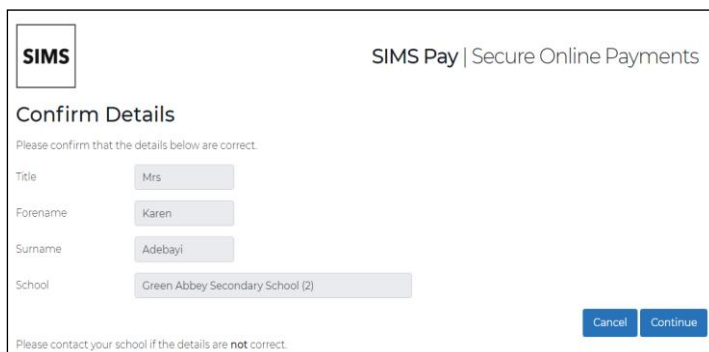
9.



The screenshot shows a progress screen titled 'Registration - Account Creation'. The text reads: 'Your account is being set up and configured. You will be automatically redirected when this process is complete...'. Below this, it says 'Elapsed 33 seconds' and features a green progress bar that is approximately one-third full.

This screen will appear

10.




The screenshot shows a 'SIMS Pay | Secure Online Payments' page titled 'Confirm Details'. It asks the user to 'Please confirm that the details below are correct.' There are four read-only input fields: 'Title' (Mrs), 'Forename' (Karen), 'Surname' (Adebayi), and 'School' (Green Abbey Secondary School (2)). At the bottom right, there are two buttons: 'Cancel' and 'Continue'. At the bottom left, a note says 'Please contact your school if the details are not correct.'

On the **Confirm Details** page, check that your **Title, Forename, Surname** and **School** details are correct.

If the read-only information is correct, click the **Continue** button.

If the read-only information is incorrect, click the **Cancel** button.

11.

SIMS Pay | Secure Online Payments

### Create Account

Please complete your account details below.

Title	<input type="text" value="Mrs"/>
Forename	<input type="text" value="Karen"/>
Surname	<input type="text" value="Adebayi"/>
Email Address	<input type="text" value="karenadebayi@outlook.com"/>
Confirm Email Address	<input type="text" value="karenadebayi@outlook.com"/>
Cardholder Name	<input type="text" value="Mrs Karen Adebayi"/>
Billing Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Town	<input type="text"/>
County	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text"/>


Allow automatic email notifications from SIMS Pay

Fill in all the details

Click on **Continue**

The card you are using should be registered to your home address.

12.

SIMS Pay | Secure Online Payments

### Congratulations! Your account has been created

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