

# SIMS Pay | Secure Online Payments

## New User Registration Guide

Open a web browser and search for Sims Pay



Click on Sims Pay

[www.sims-pay.co.uk](http://www.sims-pay.co.uk) > Home  
**SIMS Pay**

No information is available for this page.  
[Learn why](#)

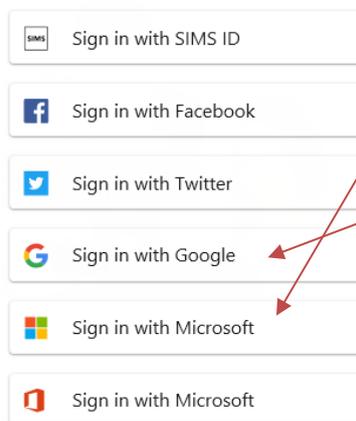
**SIMS Pay - Secure Online ...**  
SIMS Pay provides a cost-effective, secure and easy way for ...

**Privacy Notice**  
SIMS Pay is a "software as a service" solution allowing you ...

Select Register

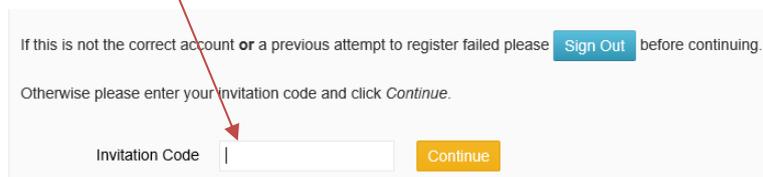


Select your email provider (e.g. Microsoft for Hotmail or Outlook, Google for gmail or googlemail)



**Now enter your email address and the password for that email account**

Enter the invitation code provided to you by the school on your Sims Pay registration letter.



# SIMS Pay | Secure Online Payments

Check Details populated in boxes and click Register

## Registration

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.

The registration form contains three input fields: 'Name' with a '(not you?)' link, 'Signed in with', and 'Invitation Code'. A blue 'Register' button is located below the 'Invitation Code' field. A yellow callout box points to the 'Invitation Code' field.

The Invitation Code field is populated automatically with the code entered previously.

Enter the date of birth of your child at the school using the following format **dd/mm/yyyy** and click Verify

## Registration - Answer Security Questions

You are required to provide a second piece of information to confirm your identity.

What is the date of birth of one of your children at the school? (dd/mm/yyyy)

A single input field for the date of birth, followed by a blue 'Verify' button.

If you are a parent/guardian, enter the date of birth of one of your children at the school.

Check details and click continue

The 'Confirm Details' form has a blue header and asks the user to confirm details. It includes four input fields: 'Title', 'Forename', 'Surname', and 'School'. At the bottom right are 'Cancel' and 'Continue' buttons. A yellow callout box points to the 'Continue' button.

Check that your Title, Forename, Surname and School details are correct.

Check details in Title, Forename, Surname and then enter the email address you have used to register in the Email Address and Confirm Email Address boxes. Click Continue

The 'Create Account' form has a blue header and asks the user to complete account details. It includes five input fields: 'Title \*', 'Forename \*', 'Surname \*', 'Email Address \*', and 'Confirm Email Address \*'. A yellow callout box points to the 'Email Address \*' field.

Congratulations your account has been created click Continue to finish

A confirmation message: 'Congratulations! Your account has been created.' Below it is a smaller line of text: 'You are now able to make payments for this school within SIMS Agora.' A yellow 'Continue' button is at the bottom right.