SIMS Pay for Customers
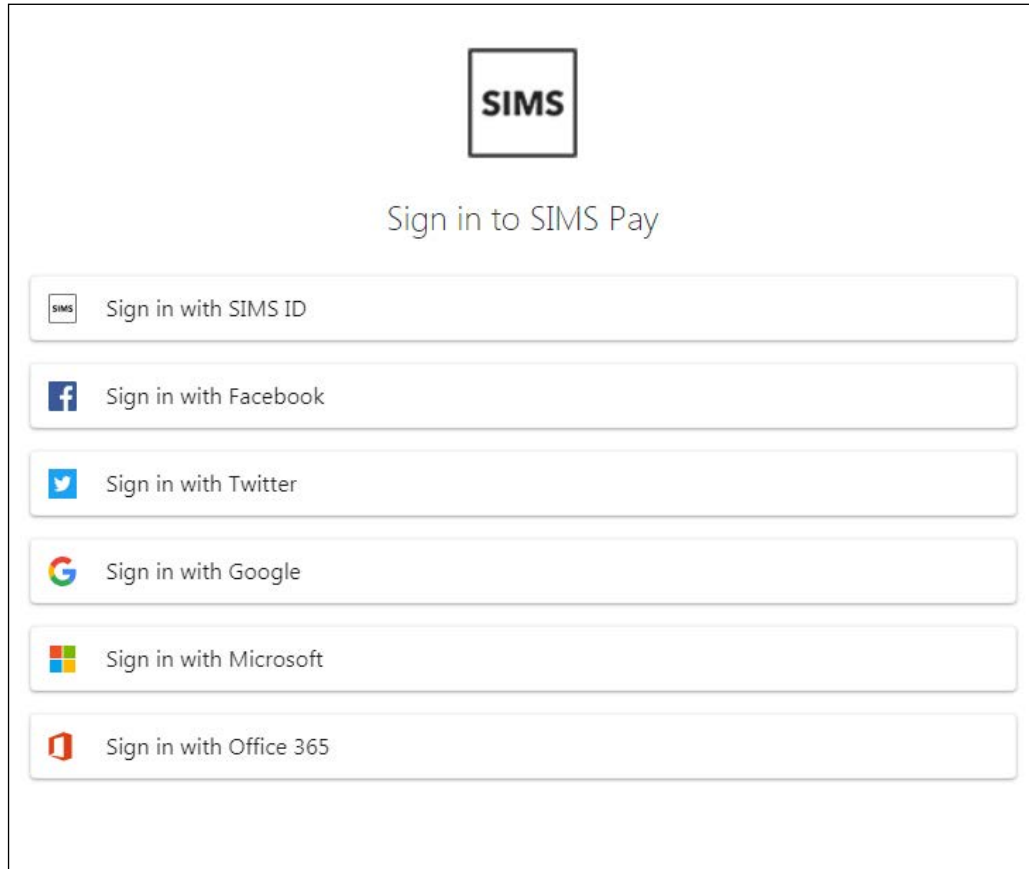
1. Navigate to the URL for the SIMS Pay website given in the invitation.
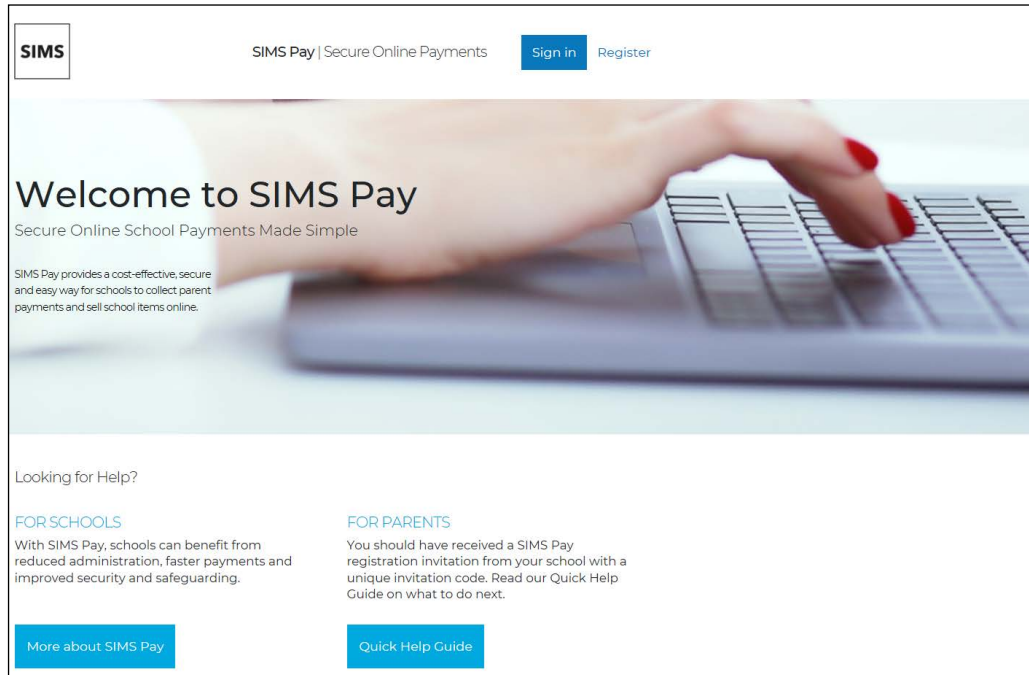
2. Click the **Register** button on the right-hand side of the screen to display the **Sign in to SIMS Pay** page.

> *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: 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 *10*).

    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.
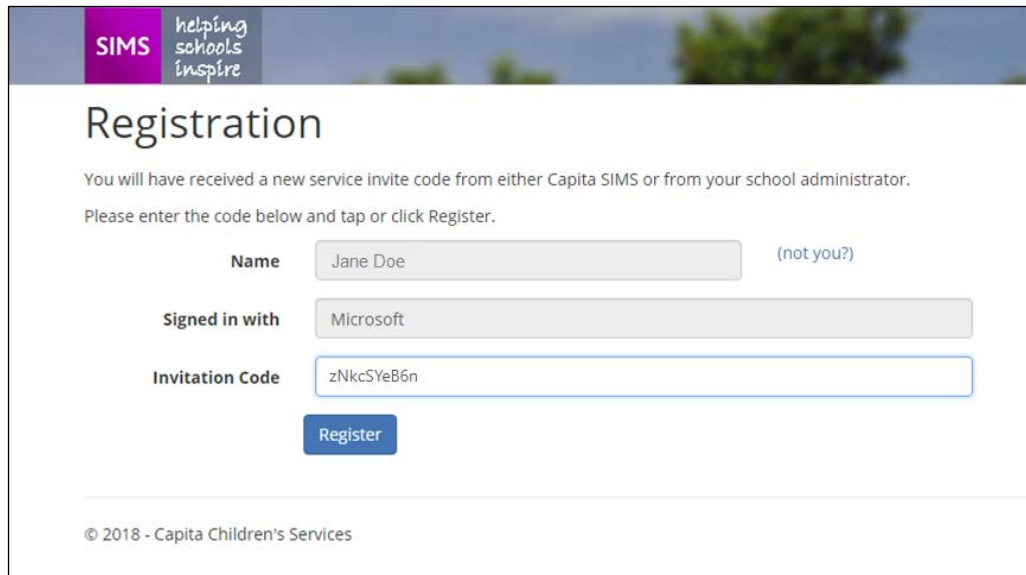

4. Check that the name and account are what you expected to see.
    - If the details are correct, enter the **Invitation Code** from your invitation, then click the **Continue** button.
    - If the account details are incorrect, click the **Sign Out** button, then sign in again with the correct account.

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 (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*).
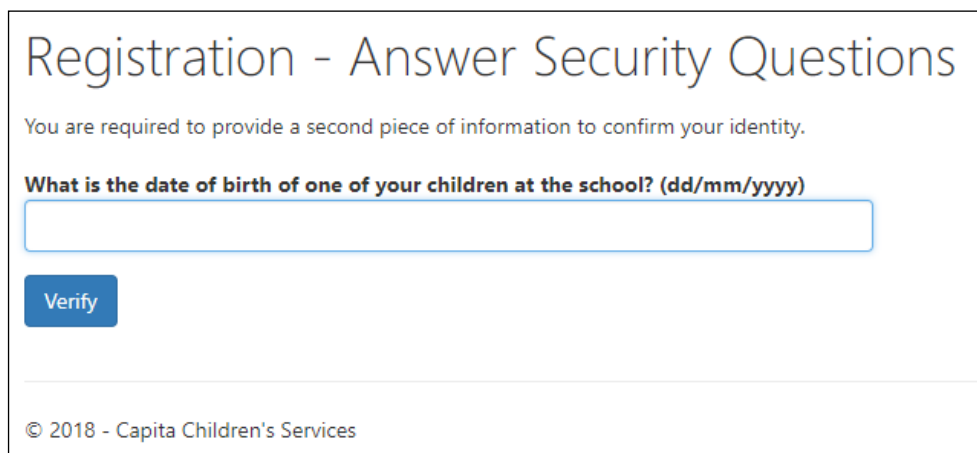
Registration

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.

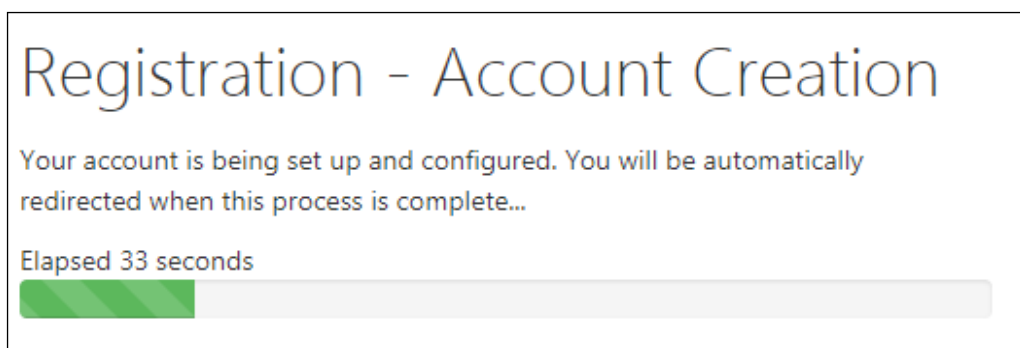1. Click the **Register** button.

> *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.

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.*

SIMS SIMS Pay | Secure Online Payments

Confirm Details

Please confirm that the details below are correct.

Title	Mrs
Forename	Karen
Surname	Adebayi
School	Green Abbey Secondary School (2)

Cancel Continue

Please contact your school if the details are **not** correct.

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 **Allow 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 *16*).

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.

> 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.

SIMS | Al-Khair School

My Homepage | My Account | 🛒 My Basket £2.50 [1]

Al-Khair School
Y2 | 2B

➕ **Use Invite**

Statements
▸ School Meals
▸ Transactions

Products
▸ **Online Shop**

Under Online Shop

MENU
RESTAURANT

Click the Menu

Preparatory School Hot Lunches Week1 - 9th Sep19

£2.50

Option — MONDAY - Chicken Meatballs and Tagliatelle Pasta (G, CL, SU) ⬍

Preparatory School Hot Lunches Week 9th Sep19 -

LIST OF SYMBOLS FOR ALLERGENS OF ACTIVE INGREDIENTS USED

G = Cereals containing gluten, namely: wheat (such as spelt and Khorasan wheat), rye, barley, oats
E = Eggs M Milk and milk products e.g. yoghurt, butter, cheese
CL = Celery (including celeriac)
MU = Mustard S Soy Beans or related to Soya Beans
SE = Sesame
SU = Sulphur Dioxide
F = Fish

Drop Down Menu Option : Select Days and Add to Basket

Attachments

Full Menu Attachment File ➡ ▸ **Preparatory School Autumn Hot Lunches Menu (391 KB)**
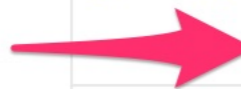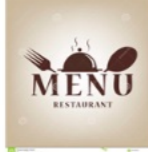
Quantity [1]

Add to Basket

SIMS

My Basket

Payment

Confirmation

Ariz

Product		Quantity		Price (£)	Cost (£)
[MENU image]	**Preparatory School Hot Lunches Week1 - 9th Sep19** (MONDAY - Chicken Meatballs and Tagliatelle Pasta (G, CL, SU)) Remove from basket	1	Update	2.50	2.50
[MENU image]	**Preparatory School Hot Lunches Week1 - 9th Sep19** (TUESDAY - Handmade Sausages and Mashed Potato with separate gravy (G, CL, M)) Remove from basket	1	Update	2.50	2.50
[MENU image]	**Preparatory School Hot Lunches Week1 - 9th Sep19** (WEDNESDAY - Chicken, Mayonnaise and Salad Wraps (E, MU, G, SU)) Remove from basket	1	Update	2.50	2.50
[MENU image]	**Preparatory School Hot Lunches Week1 - 9th Sep19** (FRIDAY - Chicken Burger and Chips (G, M, MU, E, SE, CL)) Remove from basket	1	Update	2.50	2.50

Remove it ➜ (pointing to "Remove from basket")

Total Cost for 4 items   £10.00

Checkout

SIMS Al-Khair School

Items available for ordering

My Homepage | My Account | My Basket £0.00 [0]

Ismail

4 items found

Search

Statements
▸ School Meals
▸ Transactions

Child 1

Al-Khair School
Y8 | 8B

Products
▸ Online Shop

Me

Ibrahim

Child 2

Use Invite

HOT! LUNCH
Al-Khair School
Preparatory School
Hot Lunches Week 1 -
30th Sep 2019
5 Options
£2.50

HOT! LUNCH
Al-Khair School
Preparatory School
Hot Lunches Week 1 -
9th Sep 2019
3 Options
£2.50

HOT! LUNCH
Al-Khair School
Preparatory School
Hot Lunches Week 2 -
16th Sep 2019
5 Options
£2.50

HOT! LUNCH
Al-Khair School
Preparatory School
Hot Lunches Week 3 -
23rd Sep 2019
5 Options
£2.50

If you have multiple children at the school, you will be able to see all of your children in this account. Please select your child's profile and see available items to be ordered.