SIMS Pay – Getting started

SIMS Pay is the school payment system used to pay for trips, Kids Club, school lunches when in KS2 and other events. The benefits of using SIMS Pay include being able to make safe and secure payments at any time of the day using a debit or credit card and the ability to view current balances and payment history.
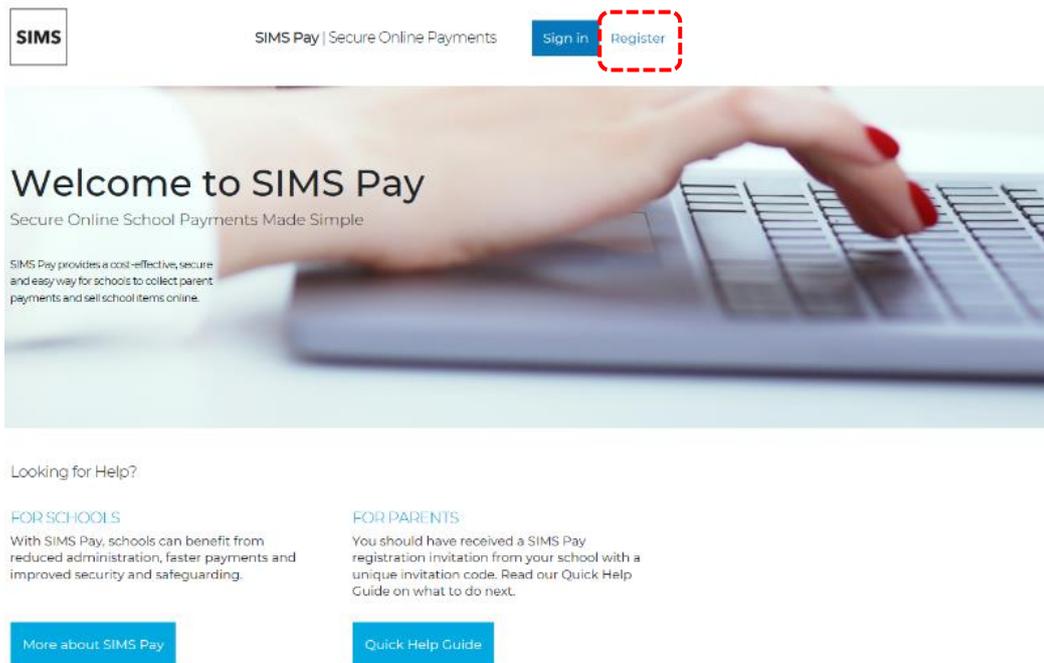
You will receive a SIMS Pay registration invitation via email once your child starts school. This will contain a unique invitation code, you will need this code to set up your SIMS Pay account.

To register with SIMS Pay you will need one of the following accounts: Microsoft, Apple ID, Google, Facebook or Twitter. Further details can be found below. If you have an existing account for a child already at the school you should be able to add the new starter.

If you have any queries please contact the school office at office@godmanchestercommunity.co.uk

Registering your SIMS Pay account using an existing Microsoft, Apple ID, Google, Facebook or Twitter account

1. Navigate to the URL for the SIMS Pay website given in the invitation (https://www.sims-pay.co.uk)
2. Click the **Register** button (circled in red) on the right-hand side of the screen to display the **Sign in to SIMS Pay** page.

3. On the **Sign in to SIMS Pay** page, click the icon for your preferred account (circled in red) to be directed to sign in, do not use the SIMS ID icon. The precise steps will vary depending on your choice, but typically you will be asked to sign in to your account and satisfy account security.
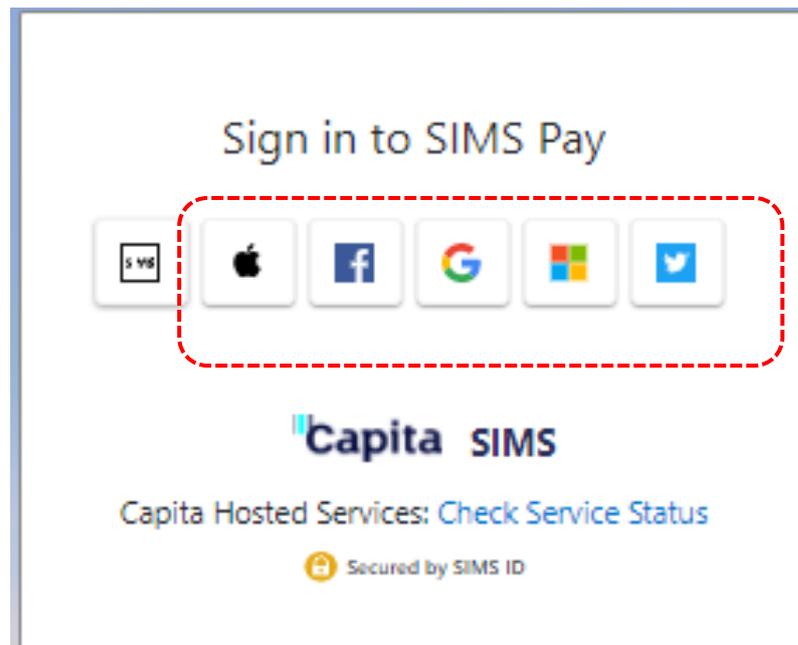
4. If this is the first time you have registered this account with SIMS Online Services, you will see the **SIMS ID permissions requested** page with links to the Legal statement. Click the **Accept** button.

5. The **Hi <your name>** page is displayed, showing the name you are signed in with and the identity name and account displayed are correct, then enter the **Invitation Code** and click the **Continue** button.

Hi Jane Doe

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

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

Sign Out

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

Invitation code

Continue

6. The **Registration** page is displayed, showing your username, account provider and invitation code. Click the **Register** button.

7. If you see the **Confirm Details** page, you have already registered these credentials for another SIMS Online Service, so you can move directly to confirm your account details.
If you see the **Registration - Answer Security Question** page, answer the security question.

Note: Parent/guardians should enter the date of birth of their child (or one of their children if there is more than one child) at the school in the format **DD/MM/YYYY** (day/month/year).

8. Click the **Verify** button to create your account. Once the account is set up, confirm your account details.