Registering your Pay360 Education Payments account using an existing Microsoft, Apple ID, Google, Facebook, Twitter or SIMS ID account

1. Navigate to the URL for the Pay360 Education Payments website given in the invitation
    https://www.pay360educationpayments.com/Home

2. Click the **Register** button on the right-hand side of the screen to display the **Sign in to Pay360 Education Payments** page.

    Sign in Register

3. On the **Sign in to Pay360 Education Payments** page, click the icon for your preferred account (identity) provider to be directed to sign in. 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.

    SIMS 🍎 f G ⊞ 🐦

4. If this is the <u>first time</u> you have registered <u>this</u> account with SIMS Online Services, you will see the **SIMS ID permissions requested** page with links to the Legal statement. Click the **Accept** button. (If you are using SIMS ID you will not see this.)

5. The **Hi <your name>** page is displayed, showing the name you are signed in with and the identity provider you selected. (This is helpful if you share a computer with other users.) Check that the 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.

Registration

You will have received a new service invite code from either ·SIMS or from your school administrator.
Please enter the code below and tap or click Register.

Name	Jane Doe	(not you?)
Signed in with	Microsoft	
Invitation Code	zNkcSYeB6n	

Register

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.

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)

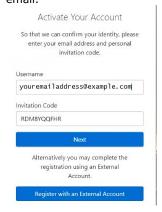[   ]

Verify

- o 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).
- o School employees should enter their own date of birth 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.
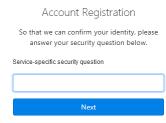
Setting up a new SIMS ID and registering for Pay360 Education Payments with it

Setting up a new SIMS ID

1. Navigate to the URL for the SIMS ID website (https://registration.sims.co.uk).
2. At the **Activate Your Account** screen, enter your username and invitation code. Your username is the email address you will use to validate this account setup. The invitation code is on your invitation email.

Activate Your Account

So that we can confirm your identity, please enter your email address and personal invitation code.

Username

youremailaddress@example.com

Invitation Code

RDM8YQQFHR

Next

Alternatively you may complete the registration using an External Account.

Register with an External Account

3. Click the **Next** button.
4. At the **Account Registration** screen, answer the security question.

Account Registration

So that we can confirm your identity, please answer your security question below.

Service-specific security question

[   ]

Next

- o 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).
- o School employees should enter <u>their own</u> date of birth in the format **DD/MM/YYYY** (day/month/year).

5. Click the **Next** button.
6. At the **Create a Strong Password** screen, create a **Password** according that meets the requirements for a strong password as per the onscreen instructions.

Create a Strong Password

At least one capital letter ✓
At least one number ✓
At least one special character ✓
At least 8 characters ✓

Password

·········

Confirm Password

·········

☐ Show Password

Next

7. Re-enter the new password in the **Confirm Password** box and click the **Next** button.
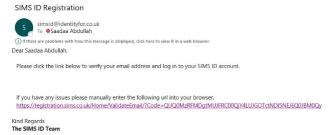8. When prompted, check your email.

Account Registration

Your account has been successfully created. Please read the email we have sent to your email address and follow the instructions to validate your account.

Remember to check in your SPAM folder

9. Verify your email address to log in to your SIMS ID account using the link provided.

SIMS ID Registration

S   simsid@identityfor.co.uk
    To ● Saadaa Abdullah
ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

Dear Saadaa Abdullah,

Please click the link below to verify your email address and log in to your SIMS ID account.

If you have any issues please manually enter the following url into your browser,
https://registration.sims.co.uk/Home/ValidateEmail/?Code=QUQ0MzRFMDgtMUJFRC00QjY4LUJGOTctNDI5NEJEQ0JBM0Qy

Kind Regards
The SIMS ID Team

10. Once verified, you will see this message.

Account Registration

We have validated your email address, thank you.

Sign In

11. You can now use this account to register your Pay360 Education Payments account.

Registering your Pay360 Education Payments account using your new SIMS ID

1. Navigate to the URL for the Pay360 Education Payments website (https://www.pay360educationpayments.com).

2. Click the **Register** button on the right-hand side of the screen to display the **Sign in to Pay360 Education Payments** page.
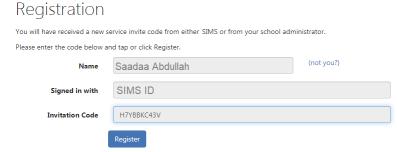

3. On the **Sign in to Pay360 Education Payments** page, click the **SIMS ID** icon and sign in using the username and password you just created.

4. The **Hi <your name>** page is displayed, showing the name you are signed in with and your identity provider (SIMS ID). Check that the name and account displayed are correct, then enter the **Invitation Code** and click the **Continue** button.

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

6. Now go to confirm your account details.
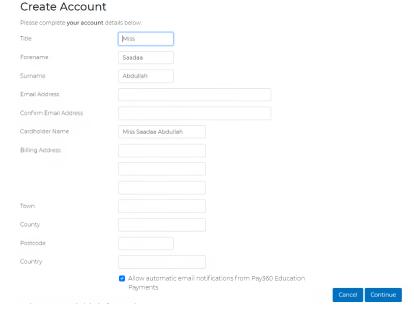
Confirm Your Account Details

Once your account is set up, you are redirected to Pay360 Education Payments.

*NOTE: If you have already registered these credentials with SIMS ID, you will be directed here from the **Registration** page.*

1. On the **Confirm Details** page, check that your **Title**, **Forename**, **Surname** and **School** details are correct, then click the **Continue** button.

    ### Confirm Details
    Please confirm that the details below are correct.

Title	Miss
Forename	Saadaa
Surname	Abdullah
School	Green Abbey (TEST team)

    Cancel Continue

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

2. Complete your account details if this is the first time you have registered a Pay360 Education Payments account. If you have previously registered with Pay360 Education Payments (e.g. at another school), you will not see this step.

    ### Create Account
    Please complete **your account** details below.

Title	Miss
Forename	Saadaa
Surname	Abdullah
Email Address	
Confirm Email Address	
Cardholder Name	Miss Saadaa Abdullah
Billing Address	
Town	
County	
Postcode	
Country	

    ☑ Allow automatic email notifications from Pay360 Education Payments

    Cancel Continue

    a. Record an **Email Address** and repeat this in the **Confirm Email Address** field.
    b. The **Enable automatic email notifications from Pay360 Education Payments** check box should be selected if you wish to receive email notifications from Pay360 Education Payments. Deselect this check box, if required.
    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 Pay360 Education Payments**.*

        If you have previously registered with Pay360 Education Payments, you will not see the **Congratulations!** page.

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

Congratulations! Your account has been created

You are now able to make payments for this school within Pay360 Education Payments.

Continue

If you are an administrator, Pay360 Education Payments opens at the **Dashboard**. For all other users, Pay360 Education Payments opens at **My Homepage**. You can now use Pay360 Education Payments.