Pay360 Education Payments (SIMS Pay)

Introduction

IMPORTANT NOTE: *We provide this documentation as a self-help resource. If you are unable to resolve your issue using this information, please contact your school for assistance.*

Invitees can be:

- the parent/guardian of a child(ren) at the school.

- a school employee (including administrators of Pay360 Education Payments) who may <u>also</u> be the parent/guardian of a child(ren) at the school.

NOTE: To register a Pay360 Education Payments account, you will need an account with one of our supported identity providers: SIMS ID, Microsoft, Apple ID, Google, Facebook or Twitter. It is possible to use an existing account to register, or you can create a new one. <u>See below for guidance on setting up a SIMS ID account.</u>

NOTE: The Pay360 Education Payments registration screens have on-screen guidance. If you encounter any issue during set up, follow the guidance.

Your invitation email

Your school will send you an invitation to create a Pay360 Education Payments account for yourself. The invitation can take the form of an email or a letter.

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

The invitation from your child(ren)'s school contains:

- a unique invitation code required for registering your Pay360 Education Payments account.

- what additional security information you will need to provide when registering, i.e. for parent/guardians your child (or one of your children's) date of birth; for school staff your own date of birth.

- which individual(s) you can make payments for once registered.

- a link to the registration page (if you received an email) or a URL to enter in a browser window (if you received a letter).

- the date by which you must register your account. If you do not register by this date, a new invitation will be required.

Additional Information for parents/guardians

Please contact the school to request a separate invitation if another parent/guardian of the child(ren) wishes to register an account, either instead of, or as well as the person to whom the invitation was addressed. You should not attempt to use an invitation code intended for another person.

IMPORTANT NOTE: *If you already have a Pay360 Education Payments account for a child, new children will be added to this account as they enter the school.*

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).

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.

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.