



Registering Your SIMS Pay Account

To register/re-register please firstly contact Mrs Sim-Jones by email on **psim-jones@bramblesideacademytrust.co.uk** to request a SIMS Pay account registration code.

- 1) Open your email from SIMS Pay. Copy the invitation code from this email as you will need it later on in the process (e.g. a 10 digit code of numbers and letters).
- 2) Please click on the following link from your SIMS Pay email from your tablet, PC or smartphone web-browser: **<https://www.sims-pay.co.uk>**
- 3) Click "Register"
- 4) Choose the Microsoft software product you wish to use to access SIMS Pay (e.g. Outlook, Facebook etc.). This links to your SIMS pay so please remember which one you choose.
- 5) Log in to your Microsoft email (Outlook, Hotmail), Google email (gmail), Facebook or Twitter as you would every day, with your usual username and password (this is not a SIMS Pay screen and is not asking for any SIMS Pay information). This will then link the accounts and take you to the SIMS Pay screen.
- 6) Enter your invitation code from your email (the 10 digit code of numbers and letters)
- 7) Click "Continue"
- 8) Confirm your Title, Forename, Surname and School are correct by clicking continue (these can be difficult to see on smartphones so just click "Continue") you may also be asked for your child's date of birth in DDMMYYYY format.
- 9) Now you are set up and can see your child/children. Click on the picture of your child and then on trips/online shop/events/fees etc. to give consent, book and pay for events/trips your child can go on and to pay by credit or debit card if applicable (some events will be free).

If you have any problems please email **psim-jones@bramblesideacademytrust.co.uk**

We are dedicated to getting 100% of our parents online so we appreciate your help in achieving this.

Many thanks and kind regards,

Penny Sim-Jones
Finance Assistant