



Learning To Make A Difference
Springfield Road, Wolverhampton, West Midlands WV10 0LH
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Dear Parent/Carer

So that we can reduce the amount of cash and cheques that enter the school premise and provide parents with greater convenience for school trip, clubs and school meal payments, we're inviting you to use our secure e-payments solution SIMS Pay; allowing payments online or by cash at PayPoint outlets or Post Office.

Important

Please keep this letter safe as you will need the details within this letter to register your SIMS Pay Account.

Getting Started

We are inviting you to create a new SIMS Pay account for yourself at «SchoolName».

You will be able to use this account to «PurposePhrase».

To access SIMS Pay you will need an account with one of our supported identity providers: SIMS ID, Microsoft, Office 365, Google, Facebook and Twitter. It's likely you already have an account with one of these providers but don't worry if you haven't, Microsoft and Google accounts are free and easy to create.

You can create a Microsoft Account at: <https://signup.live.com>

You can create a Google Account at: <https://accounts.google.com/SignUp>

Registering Your Account

- 1) Type the following link into your tablet, PC or smartphone web-browser: <https://www.sims-pay.co.uk>
- 2) Choose the identity provider you want to use to access SIMS Pay (e.g. Microsoft).
- 3) Enter the Invitation Code «**InvitationCode**» and then «**RegisteringPhrase**».

You must register your account by «**ExpiryDate**» as account registration is time limited for security reasons.

Further Information

If you have a question about SIMS Pay you can find out more online «FurtherInformationPhrase».

If you wish to continue paying by cash please contact the school office to request payment via PayPoint or Post Office and please do not hesitate to contact the school office if you need further assistance.

Using SIMS Pay will dramatically improve the safety and security of «SchoolName» and will reduce time spent on payment administration. Your support in adopting SIMS Pay will therefore be greatly appreciated.

Yours sincerely

School Office
Woden primary School

