








To enable you to sign in to SIMS Pay you must have one of the following accounts. It must be a personal account and not a work account. Personally I have found Google and Microsoft accounts have worked well.



Sign in to SIMS Pay


Sign in with a linked account [?](#)

-  Sign in with SIMS ID
-  Sign in with Facebook
-  Sign in with Twitter
-  Sign in with Google
-  Sign in with Microsoft
-  Sign in with Office 365

---

[Don't Have An Account?](#)

Select whichever type of account you have and enter login then password

 Sign in with Google

## Sign in

Continue to [sims.co.uk](https://sims.co.uk)

Email or phone

[Forgot email?](#)

To continue, Google will share your name, email address, language preference and profile picture with [sims.co.uk](https://sims.co.uk).

[Create account](#) [Next](#)

English (United Kingdom) ▾ [Help](#) [Privacy](#) [Terms](#)

Enter the invitation code received via email



SIMS Pay | Secure Online Payments

Hi Kirstie Walters

You are currently signed in with your **Google** 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

SIMS ID:UNKNOWN

**CAPITA** | Education software solutions



© Capita Business Services Ltd. All rights reserved.

Capita Education Software Solutions is a trading name of Capita Business Services Ltd.  
Our Registered office is 30 Berners Street, London, W1T 3LR and our registered number is 02299747.  
Further information about Capita plc can be found in our legal statement.

[Cookies](#) [Legal](#) [Privacy Notice](#)

Select Register

## Registration

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

**Name**  (not you?)

**Signed in with**

**Invitation Code**

You will be asked to set a security question in case you ever need a password reset.

## Registration - Answer Security Questions

You are required to provide a second piece of information to confirm your identity.

**What is your date of birth? (dd/mm/yyyy)**

## Complete your personal details



SIMS Pay | Secure Online Payments

### Confirm Details

Please confirm that the details below are correct.

Title	<input type="text" value="Miss"/>
Forename	<input type="text" value="Kirstie"/>
Surname	<input type="text" value="Walters"/>
School	<input type="text" value="Merrill Academy"/>

[Cancel](#) [Continue](#)

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

**CAPITA** | Education software solutions



© Capita Business Services Ltd. All rights reserved.  
Capita Education Software Solutions is a trading name of Capita Business Services Ltd.  
Our Registered office is 30 Berners Street, London, W1T 3LR and our registered number is 02299747.  
Further information about Capita plc can be found in our legal statement.

[Cookies](#) [Legal](#) [Privacy Notice](#)

If you complete your address details here it will save time when making a payment as this will pull through for your billing details.



SIMS Pay | Secure Online Payments

## Create Account

Please complete your account details below.

Title	<input type="text" value="Miss"/>
Forename	<input type="text" value="Kirstie"/>
Surname	<input type="text" value="Walters"/>
Email Address	<input type="text"/>
Confirm Email Address	<input type="text"/>
Cardholder Name	<input type="text" value="Miss Kirstie Walters"/>
Billing Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Town	<input type="text"/>
County	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text"/>

Allow automatic email notifications from SIMS Pay

[Cancel](#) [Continue](#)

### Why we need this information?

We will use your name and email address to communicate with you; for example to confirm when an order has been placed.

Adding your cardholder name and billing address will allow you to make payments faster.

By default SIMS Pay will send out automatic email notifications; for example to remind you when the next instalment for a hire is due.

Account set up!!



SIMS Pay | Secure Online Payments

Congratulations! Your account has been created

You are now able to make payments for this school within SIMS Pay.

[Continue](#)

**CAPITA** | Education software solutions

© Capita Business Services Ltd. All rights reserved.  
Capita Education Software Solutions is a trading name of Capita Business Services Ltd.  
Our Registered office is 30 Berners Street, London, W1T 3LR and our registered number is 02297747.  
Further information about Capita plc can be found in our legal statement.

[Cookies](#) [Legal](#) [Privacy/Notice](#)

Go to my homepage

**SIMS** Welcome, Ms McCluskie [\[Sign Out\]](#) [My Homepage](#)

**My Details** mandatory fields marked with a \*

My Details

My Links

My Payments

My Cards

Title \*

Forename \*

Surname \*

This will display your balance from Cunninghams (software use by the canteen).

The screenshot shows the user interface for the School Meal Balance. At the top, it says "SIMS MERRILL ACADEMY Merrill Academy" and "Welcome, Ms McCluskie [Sign Out]". There are links for "My Account" and "My Basket £0.00 [0]". On the left, under "Me", there is a profile picture, a balance of "+ £2.80", and a "Use Invite" button. The main content area has three sections: "School Meal Balance" (green header) showing "Your balance is + £2.80" (circled in red), "Add funds between £1.00 and £40.00", and an "Add to Basket" button; "Meal Purchase History" (blue header) with a table with columns "Item", "Date", and "Cost (£)"; and "Messages" (orange header) showing "No messages".

Enter the amount you wish to upload and press Add to Basket

This screenshot is identical to the previous one, but the "Add to Basket" button and the input field containing "10.00" are circled in red. The "Add to Basket" button is now green, indicating it is active.



You will see the amount selected in My Basket.

You can amend this amount by overwriting and selecting Update.

Select continue

WELCOME, MS McCLUSKIE [\[SIGN OUT\]](#)


My Homepage My Account My Basket £10.00 [1]

My Basket

Payment Method

Payment

Confirmation

Product	Quantity	Price (£)	Cost (£)
 Merrill Academy School Meal <a href="#">Remove from basket</a>	1	10.00 <a href="#">Update</a>	10.00

Total Cost for 1 item £10.00

[Continue](#)

Select Use Card/Do not save.

WELCOME, MS McCLUSKIE [\[SIGN OUT\]](#)

My Homepage My Account My Basket £10.00 [1]


My Basket

Payment Method

Payment

Confirmation

Choose a payment method

 Use card  
Do not save

SIMS Pay doesn't store your card details but if you have them stored on your computer or smartphone you can click in Card Number and retrieve them.

## Complete payment details and press continue

SIMS Pay | Secure Online Payments

All fields marked \* are mandatory  
Amount £10.00

▶ Card Number\*

▶ Expiry Date\*  /

▶ Security Code\*

Note: Clicking on the links below will open a new browser window.

[Learn more](#)

Verified by  
**VISA**

  
[learn more](#)

Click to Validate

Billing information pulled through from account details

Press continue

Secure Pay | Secure Online Payments

### Additional Information

All fields marked \* are mandatory

- ▶ Cardholder's Name\*  ⓘ
- ▶ Address 1\*  ⓘ
- ▶ Address 2
- ▶ Address 3
- ▶ County
- ▶ Country
- ▶ Postcode\*

You will be asked to check payment details are correct.

If they are correct press Make Payment

#### Payment Confirmation Page

You are about to make a payment for the transaction shown below. Please check that these details are correct and then either click on the "Make Payment" button to continue with your payment or click on "Back" if any details need to be amended.

Once you click on "Make Payment" your transaction will be authorised on-line. This will typically take about six seconds but various factors can affect the actual time taken.

Please refrain from clicking on any other browser buttons or navigating to other sites while this process takes place. If the process stops responding for any reason then we recommend that you simply close your browser.

#### PURCHASE DETAILS

PLEASE CHECK THAT THE PURCHASE DETAILS BELOW ARE CORRECT

Any free products you've added to your basket will not appear on the below list

Product	Quantity	Total
Merrill Academy School Meal	1	£10.00
<b>TOTAL</b>		<b>£10.00</b>

#### Card Details

Please check that your card details are correct

Card Number           \*\*\*\*\*1017  
Cardholder            MRS SA MCCLUSKIE  
Expiry Date            06/22

Back    **Make Payment**

Receipt received for payment which is also stored in your account for reference.

[My Homepage](#)   [My Account](#)   [My Basket](#) £0.00 [0]

My Basket

Payment Method

Payment

Confirmation

**Thank you - your payment is complete**

You will shortly receive an email confirming your order.

**Payment Details**

Authorisation Code	097255
Transaction Number	22099342
Transaction Date	17 Aug 2020
Payment Reference	VISA *1017

**Ms Shirley McCluskie - Merrill Academy**

Product	Quantity	Price	Amount Paid
Merrill Academy School Meal	1	£10.00	£10.00

Total Amount Paid for 1 item    **£10.00**

You can view your payment history in [My Payments](#).

---

Payments are processed on behalf of the school through Pay360 by Capita. This will appear as 'CAPITA \*Merrill Academy' on your card statement.

Please note your payment card number is not stored by the school or Capita Education Software Solutions.

If you have a question about SIMS Pay you can always find out more online in our [Help Centre](#).

---

Go back to your homepage and you will see you balance has increased.

\*\* I understand that SIMS/Cunninghams is refreshed every 15 minutes so would advise making payment before lunch time. \*\*

WELCOME TO THE SIMS/CUNNINGHAMS USER INTERFACE FOR MERRILL ACADEMY MCS. THE INTERFACE IS DIVIDED INTO SEVERAL SECTIONS:

- Header:** WELCOME, MS McCLUSKIE [Sign Out] | My Account | My Basket £0.00 [0]
- Left Sidebar:** User profile for Merrill Academy MCS with a balance of +£12.80 and a 'Use Invite' button.
- Main Content Area:**
  - School Meal Balance:** Your balance is +£12.80. Add funds between £1.00 and £40.00. Includes an 'Enter Amount' input field and an 'Add to Basket' button.
  - Meal Purchase History:** A table with columns for Item, Date, and Cost (£). A 'See More' button is located at the bottom right.
  - Messages:** No messages.
- Footer:** Capita Education Software Solutions is a trading name of Capita Business Services Ltd. Our Registered office is 30 Berners Street, London, W1T 3LR and our registered number is 02299747. Includes logos for Visa, Mastercard, VeriSign, and Microsoft Azure, and copyright text: © 2020 Capita Business Services Ltd. All rights reserved.

Et voila!