

Merging accounts for multiple children

How do I merge accounts if I have more than one child?

SIMS Agora allows you to add multiple children to one single combined account, including children attending another school or more than one school, provided their school also uses SIMS Agora. This allows you to use just one account, with one username and password to make payments for all your children's school items available through SIMS Agora.

Your SIMS Agora account allows you to view and pay online for any school-related activities or items for your child or for all of your children in a single place. You can easily get an overview of your child's or children's account balances and you can settle multiple accounts with a single payment.

- Login to SIMS Agora at www.payyourschool.co.uk
- If this is the first time accessing SIMS Agora you will need to follow the simple online instructions to activate your account.
- You will receive an email to confirm your account has been activated; once you have clicked the link in the email you will be able to make payments for school items straight away.
- When you are in SIMS Agora, to add further children to your account go to the **Account Details** link at the top of the screen.
- Select the **Child Administration** option from the left-side menu.
- On the Child Administration page, please enter the new child reference and date of birth into the '**ADD CHILD**' panel for the additional child you would like to add to your account.

The relevant information for the child that has been added will appear automatically within SIMS Agora for your account.

You can complete this step as many times as you need to for additional children - you just need a unique Agora reference from the child's school.