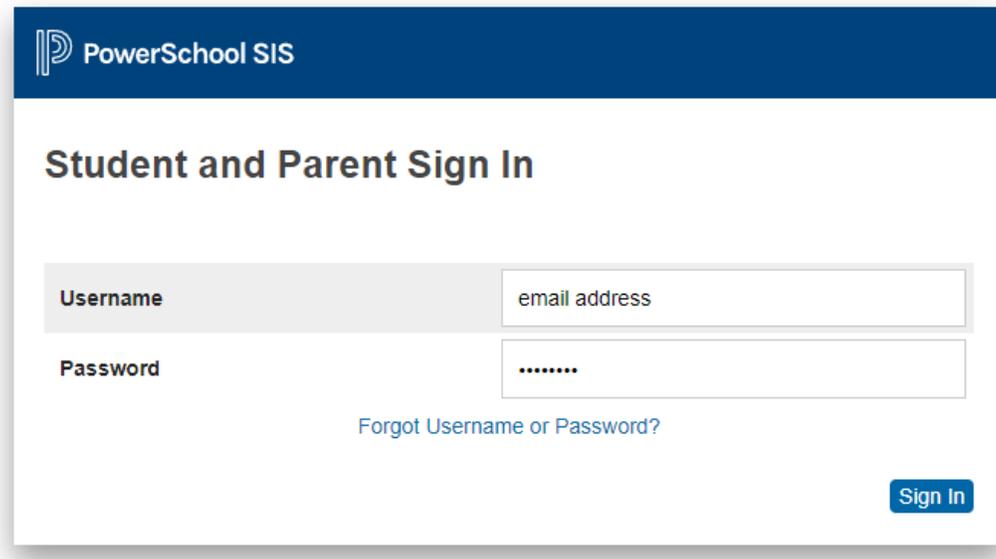


Online Payment User Guide for Parents

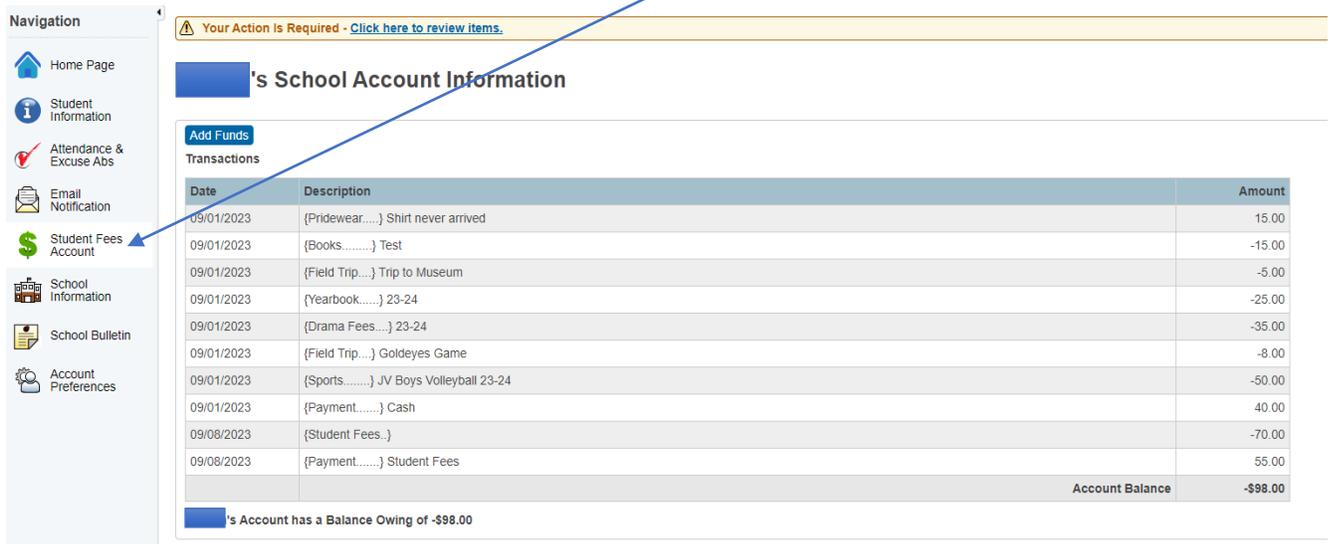
Go to the Online Payment Page

1. Log in to the PowerSchool Parent Portal - <https://bpsd.powerschool.com/public/>

The screenshot shows the PowerSchool SIS login page. At the top, there is a blue header with the PowerSchool logo and 'PowerSchool SIS'. Below the header, the title 'Student and Parent Sign In' is centered. There are two input fields: 'Username' with the placeholder text 'email address' and 'Password' with placeholder dots. A link 'Forgot Username or Password?' is located below the password field. A blue 'Sign In' button is positioned at the bottom right of the form area.

2. From the **Left** menu, under **Navigation**, click the **Student Fees Account** option.



The screenshot displays the 'Student Fees Account' page in the PowerSchool Parent Portal. On the left, a 'Navigation' sidebar contains several menu items, with 'Student Fees Account' highlighted and a blue arrow pointing to it. The main content area features a yellow warning banner at the top: 'Your Action Is Required - Click here to review items.' Below this is the title 'Student's School Account Information'. A blue 'Add Funds' button is visible. The primary section is a 'Transactions' table with columns for Date, Description, and Amount. The table lists various transactions from 09/01/2023 to 09/08/2023, including items like 'Shirt never arrived', 'Test', 'Trip to Museum', 'Yearbook', 'Drama Fees', 'Goldeyes Game', 'JV Boys Volleyball', 'Cash', and 'Student Fees'. The final row shows an 'Account Balance' of -\$98.00. Below the table, a summary line states: 'Student's Account has a Balance Owing of -\$98.00'.

Date	Description	Amount
09/01/2023	{Pridewear.....} Shirt never arrived	15.00
09/01/2023	{Books.....} Test	-15.00
09/01/2023	{Field Trip....} Trip to Museum	-5.00
09/01/2023	{Yearbook.....} 23-24	-25.00
09/01/2023	{Drama Fees....} 23-24	-35.00
09/01/2023	{Field Trip....} Goldeyes Game	-8.00
09/01/2023	{Sports.....} JV Boys Volleyball 23-24	-50.00
09/01/2023	{Payment.....} Cash	40.00
09/08/2023	{Student Fees..}	-70.00
09/08/2023	{Payment.....} Student Fees	55.00
Account Balance		-\$98.00

Looking at the Online Payment Page

Navigation

- Home Page
- Student Information
- Attendance & Excuse Abs
- Email Notification
- Student Fees Account
- School Information
- School Bulletin
- Account Preferences

Your Action Is Required - [Click here to review items.](#)

's School Account Information

Add Funds

Date	Description	Amount
09/01/2023	{Pridewear.....} Shirt never arrived	
09/01/2023	{Books.....} Test	15.00
09/01/2023	{Field Trip....} Trip to Museum	-5.00
09/01/2023	{Yearbook.....} 23-24	-25.00
09/01/2023	{Drama Fees....} 23-24	-35.00
09/01/2023	{Field Trip....} Goldeyes Game	-8.00
09/01/2023	{Sports.....} JV Boys Volleyball 23-24	-50.00
09/01/2023	{Payment.....} Cash	40.00
09/08/2023	{Student Fees..}	-70.00
09/08/2023	{Payment.....} Student Fees	55.00
	Account Balance	-\$98.00

's Account has a Balance Owing of **-\$98.00**

Fee charged so there is a negative number in the parent account

Parent makes payment so there is a positive number in the parent account line

Total amount that the parent is owing the school appears as a negative number. This will show up in

Making Payments Using the Online Payment Page

- From the **Student's School Account Information** page, click the **Add Funds** button.

Navigation

- Home Page
- Student Information
- Attendance & Excuse Abs
- Email Notification
- Student Fees Account
- School Information
- School Bulletin
- Account Preferences

Your Action Is Required - [Click here to review items.](#)

's School Account Information

Add Funds

Date	Description	Amount
09/01/2023	{Pridewear.....} Shirt never arrived	15.00
09/01/2023	{Books.....} Test	-15.00
09/01/2023	{Field Trip....} Trip to Museum	-5.00
09/01/2023	{Yearbook.....} 23-24	-25.00
09/01/2023	{Drama Fees....} 23-24	-35.00
09/01/2023	{Field Trip....} Goldeyes Game	-8.00
09/01/2023	{Sports.....} JV Boys Volleyball 23-24	-50.00
09/01/2023	{Payment.....} Cash	40.00
09/08/2023	{Student Fees..}	-70.00
09/08/2023	{Payment.....} Student Fees	55.00
	Account Balance	-\$98.00

's Account has a Balance Owing of **-\$98.00**

2. On the **Add Funds to Student Account** page, please enter the preferred mount on the **box** provided.

 **Your Action Is Required** - [Click here to review items.](#)

Add Funds to Student Account

Carberry Collegiate
Student Number:

Add Funds to Nate's Account

- Enter the amount of funds to add to Nate's school account. **DO NOT** enter any special characters such as \$.
- If paying directly with a credit card (no PayPal account) click the credit card icon below.
- If you have a PayPal account, you can click the PAYPAL button and login to you account.

Minimum amount when adding funds is \$10.00. Selecting an amount less will default to \$10.00.

Powered by 

3. Then click on the button that corresponds to the preferred **Type of Payment** to be used for the transaction.

- Paypal
- Debit or Credit Card (only accepts Credit Card)

4. On the page that will be populated below, fill in all the necessary details of the account selected for the Type of Payment.

5. Click the **Pay Now** button to complete the transaction.



- Attendance & Excuse Abs
- Email Notification
- Teacher Comments
- My Schedule
- Documents
- Student Fees Account**
- School Information
- School Bulletin
- Test Scores
- Account Preferences

Card number

Expires CSC

Billing address 

First name

Last name

Address line 1

Address line 2

City

Province

Postal code

Mobile +1

Email

Ship to billing address

I confirm that I am of legal age and agree to the PayPal [Privacy Statement](#).

6. Once a successful payment has been made, a notification will show on the Parent Portal page.

✓ Thank you. Your payment has been completed. You should receive a confirmation email from PayPal.
You will see this payment as "Pending" until we have posted it to [redacted]'s account - typically within [redacted] school days.

Transactions

Printing a Receipt

1. On the **Student's School Account Information** page, click the **Printer** button.

Your Action Is Required - [Click here to review items.](#)

's School Account Information

Add Funds

Transactions

Date	Description	Amount
09/01/2023	{Field Trip....} Goldeyes Game	-8.00
09/01/2023	{Payment.....} Cash	40.00
09/01/2023	{Sports.....} JV Boys Volleyball 23-24	-50.00
09/01/2023	{Field Trip....} Trip to Museum	-5.00

2. The account transactions can be printed or can be saved as a pdf file.

Printer

Save as PDF

Layout

Portrait

Landscape

Pages

All

Odd pages only

Even pages only

Your Action Is Required - [Click here to review items.](#)

's School Account Information

Transactions

Date	Description	Amount
09/01/2023	{Field Trip...} Goldeyes Game	-8.00
09/01/2023	{Payment.....} Cash	40.00
09/01/2023	{Sports.....} JV Boys Volleyball 23-24	-50.00
09/01/2023	{Field Trip...} Trip to Museum	-5.00
09/01/2023	{Books.....} Test	-15.00
09/01/2023	{Drama Fees...} 23-24	-35.00
09/01/2023	{Yearbook.....} 23-24	-25.00
09/01/2023	{Pridewear...} Shirt never arrived	15.00
09/08/2023	{Payment.....} Student Fees	55.00
09/08/2023	{Student Fees..}	-70.00
11/13/2023	{Activities...} Refund Camp Trip	30.00
11/13/2023	{Student Fees..} School Dance Fee	-8.00
11/13/2023	{Activities...} Field trip to Africa	-23.00
11/13/2023	{School Supply..} Grade 3 Pencil Fee	-17.00
01/08/2024	Online Payment	10.00
	Account Balance	-\$106.00

's Account has a Balance Owing of -\$106.00