Online Payment User Guide for Parents
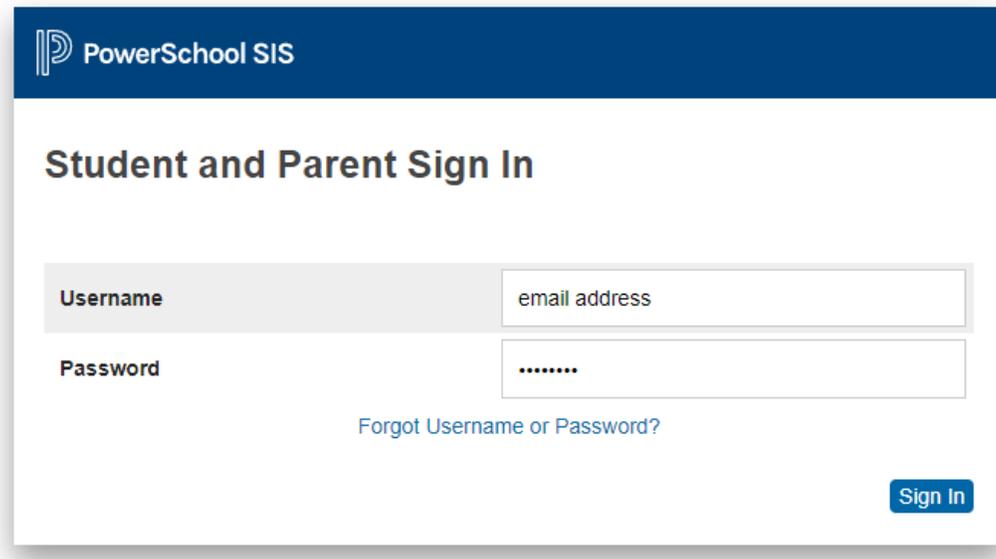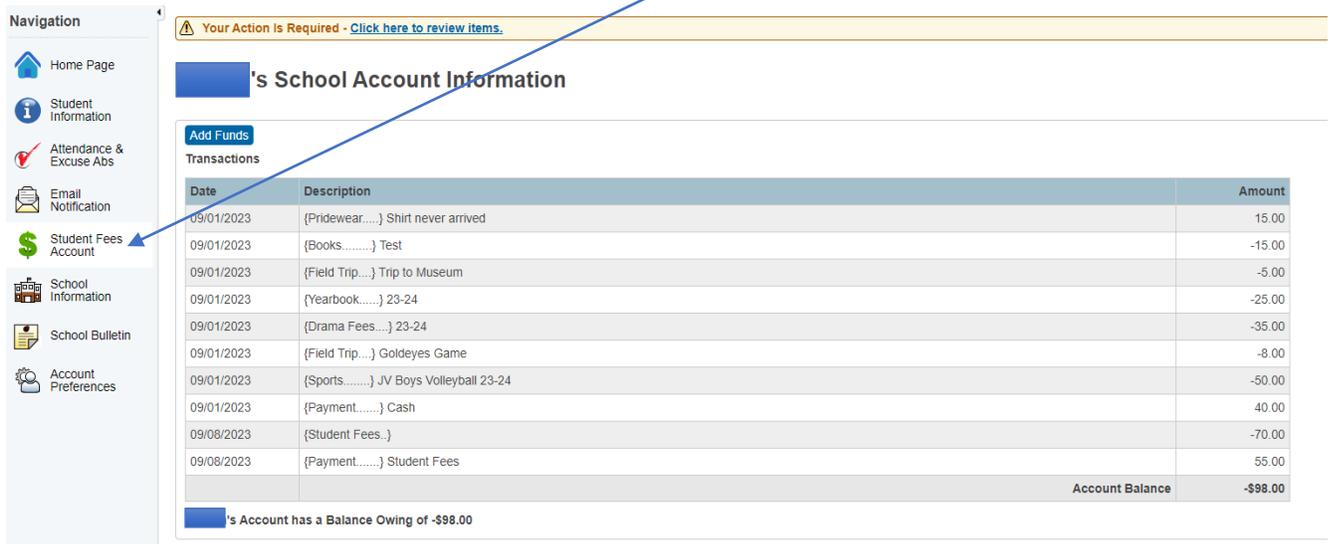
Go to the Online Payment Page

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

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

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

Transactions

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
		-$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

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

Navigation		
Home Page		
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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.

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.

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 ▮▮▮'s account - typically within ▮ school days.

Transactions

Printing a Receipt

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

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