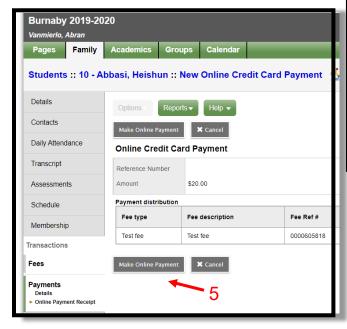
Paying School Fees Online

Log into MyEducation BC Parent Portal and click on "Circle/Head" in the Top right hand corner and "View Full Site"

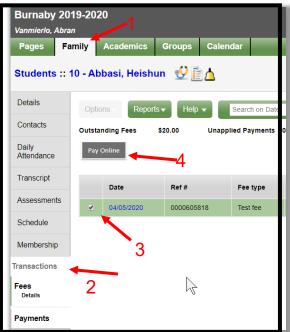
- 1. Select the 'Family' top tab. Then select the child you are paying fees for.
- 2. Then navigate to the **Transaction Side Tab>Fees Side Tab.**
- **3.** Select the fee OR fees to pay by checking the check boxes of fees you wish to pay
- **4.** The 'Pay Online' Button enables once the fee is selected.



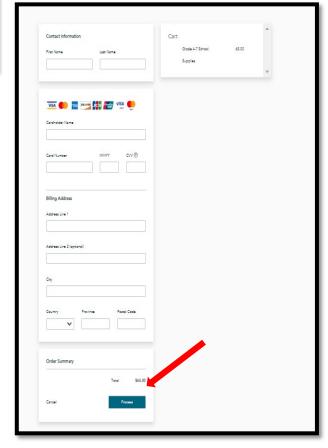
You will be redirected to a third party (Moneris) secured payment site after 'Make Payment Online' is clicked.

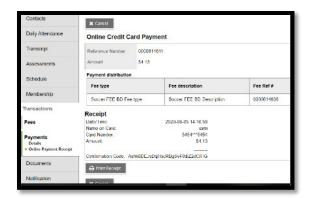
Enter appropriate credit card details.

Once all of the information is completed click on the "Process"



5. There is a payment review screen after clicking 'Pay Online'





Once the payment is submitted, a receipt is provided. You can print the receipt by clicking on the 'Print receipt' button.

PLEASE WAIT FOR THIS RECEIPT BEFORE LOGGING OFF!

Click 'Cancel' to exit the receipt page. This does not cancel the transaction.

Viewing transaction history and receipts

To view details of previous transactions, navigate to Family Top Tab>Transaction Side Tab>Payments>Online Payment Receipt Side Tab

Select the transaction you wish to view a receipt for by clicking on the blue text in the 'Date' column.

