

# BSP INTERNET BANKING

## Quick Reference Guide

**VIEW YOUR SCHOOL FEE  
PAYMENT HISTORY**



## Quick Reference Guide: View your School Fee Payment History



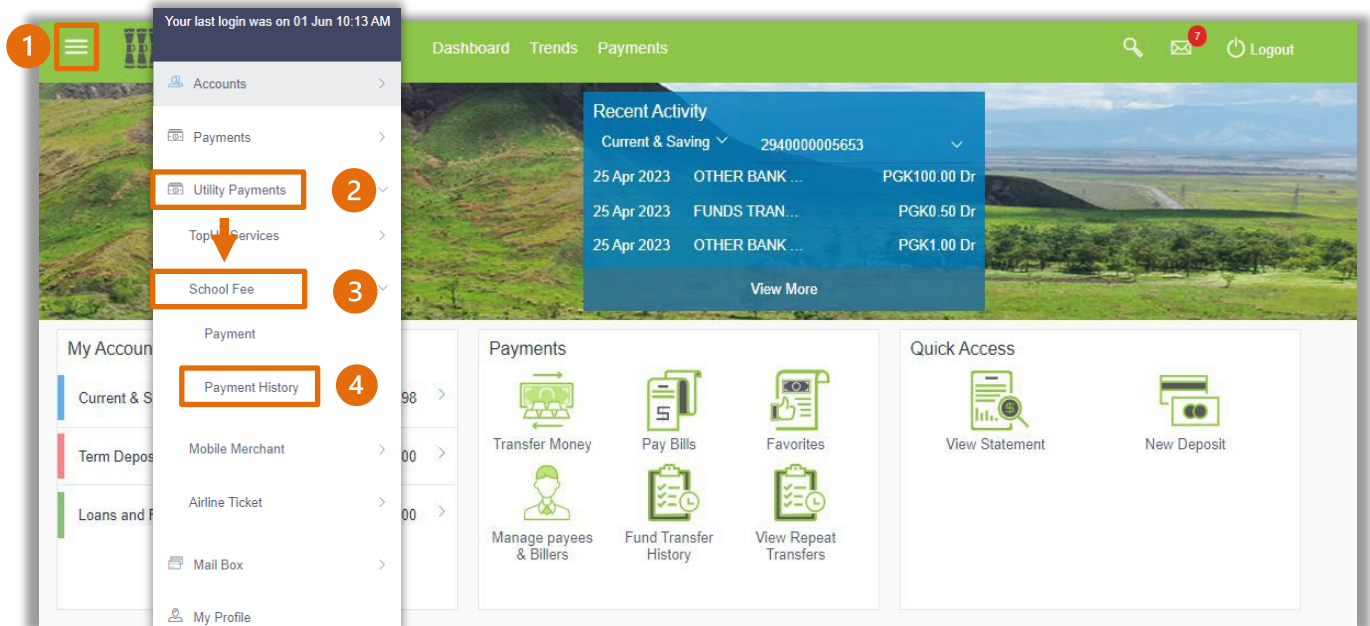
### Use this Quick Reference Guide to:

View and download an e-Receipt of a past School Fee Payment.

### View your School Fee Payment History

Use the **School Fee Payment History** function to view past School Fee payments.

1. Select the **three lines** to access the toggle menu
2. Select **Utility Payments**
3. Select **School Fee**
4. Select **Payment History**



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5. Select the **Account** from the **Select Account drop-down** menu
6. Select the date range using the **From Date** and **To Date filters**,
7. Select **Search**
8. Click on the **Reference Number** to view payment details and download the e-Receipt


The screenshot shows the 'School Fee Transfer History' page in the BSP system. The page has a green header with the BSP logo and navigation links for Dashboard, Trends, and Payments. There are also search, notification, and logout icons. Below the header, there are tabs for TopUp, Adhoc TopUp, Manage mobile/meter, TopUp History, Fee Payment, School Fee Payment History (selected), and Mobile Merchant Paymen. The main content area includes a 'Select Account' dropdown menu with the value '294000005653' (callout 5), 'From Date' and 'To Date' input fields (callout 6), a 'Search' button (callout 7), and a 'Clear' button. Below these is a table with columns: Date, School Name, Amount, Payment Purpose, and Reference Number (callout 8). The table is currently empty, showing 'Initializing...'. A pagination bar shows 'Page 1' and navigation arrows. On the right side, there is a 'Fund Transfer history details!' section with an icon of a hand holding money and text explaining that checking fund transfer history is easy and quick, and that users should put filters to check transactions and click on the reference number to download the e-Receipt.

9. Select **Download Summary** to download the **e-Receipt**

The screenshot shows the 'School Fee Payment Details' page in the BSP system. The page has a green header with the BSP logo and navigation links for Dashboard, Trends, and Payments. There are also search, notification, and logout icons. The main content area displays the following details: School Name: DWU, Amount: PGK1,200.00, Transfer When: 22 July 2022, Pay From: 2021000253368, Remarks (Student Name & Class): John Doe 2nd Yr Arts, and Transaction Reference Number: 2022181021676270. At the bottom, there is a 'Download Summary' button (callout 9) and a 'Back' button.

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 School Fee	
Joe Doe	
25 July 2022 07:48:18 PM	
Reference Number	2022181021676270
Transfer To	World Christian Changers School
School Code	50014
Payment Type	Utility Payment
Transfer From	2021000253368
Transfer When	22 July 2022
Amount	PGK1,200.00
Remarks (Student Name & Class)	Jane Doe 6C

### Additional Support

Please contact the BSP Customer Call Centre:

**Phone:** (+675) 3201212 or 7030 1212

**Email:** [servicebsp@bsp.com.pg](mailto:servicebsp@bsp.com.pg)

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