BSP INTERNET BANKING
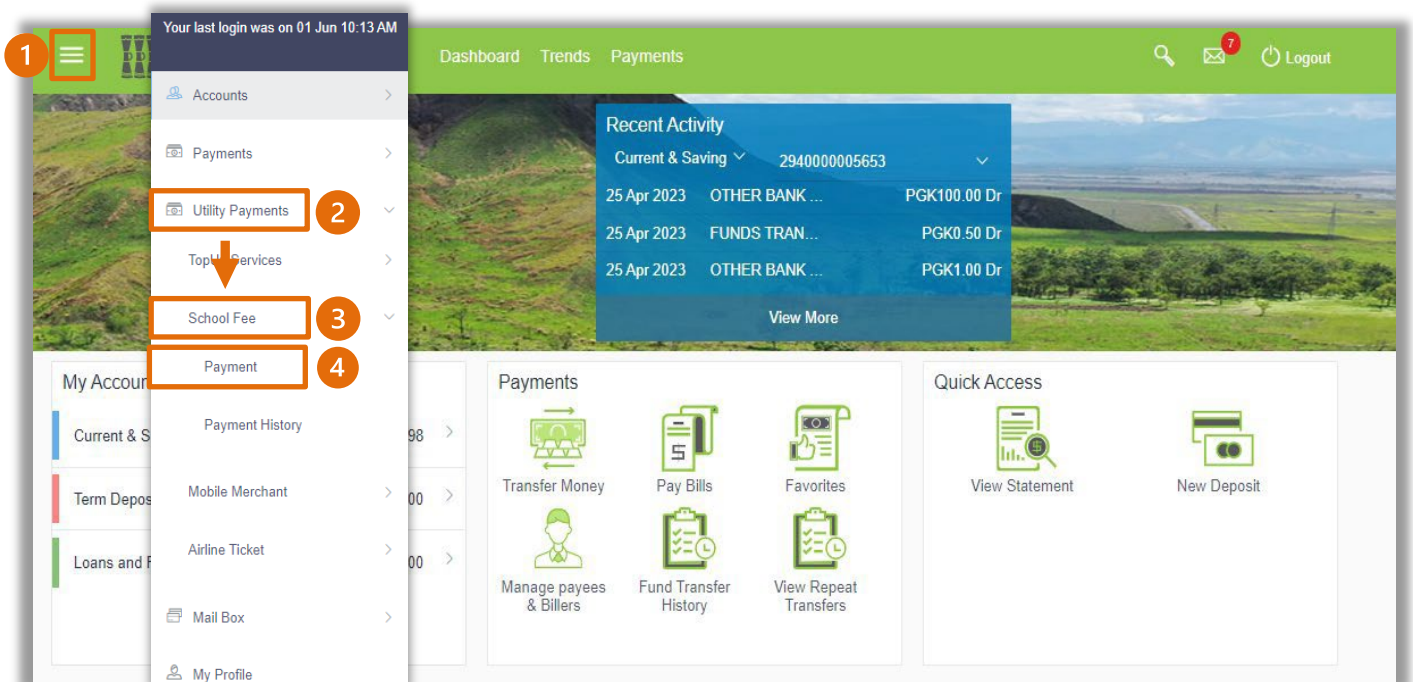## Quick Reference Guide

MAKE A SCHOOL FEE PAYMENT

IIIBSP

Use this Quick Reference Guide to:

Make a School Fee Payment.

Make a School Fee Payment

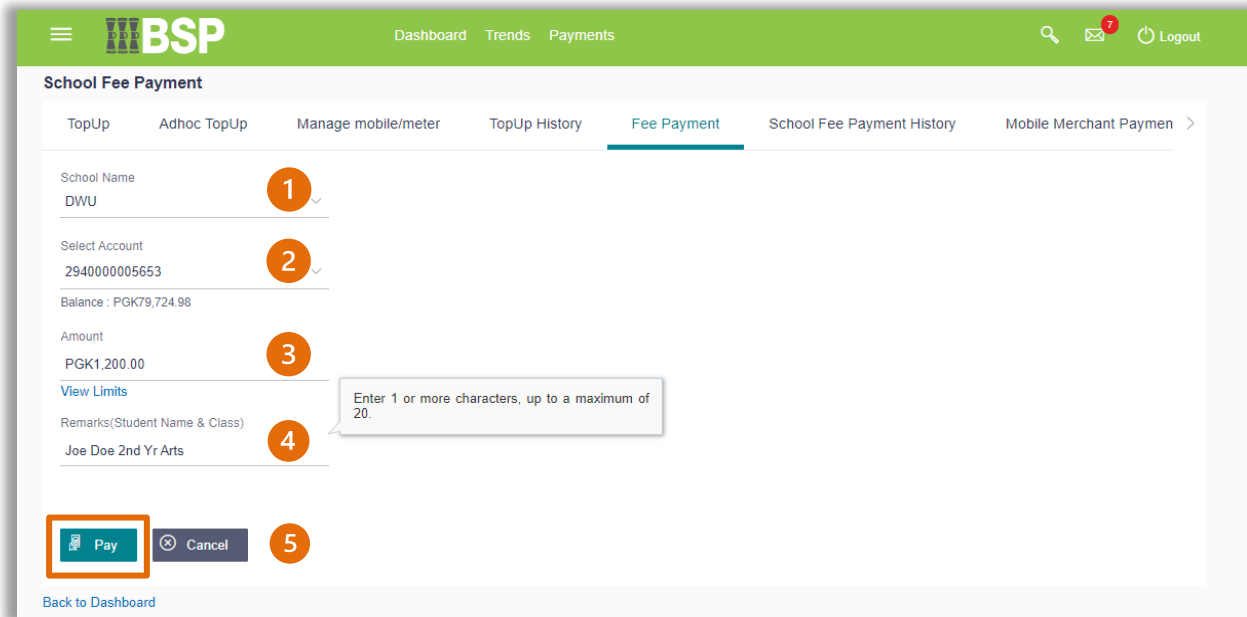Use the **School Fee Payment** function to make a School Fee payment.

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

Quick Reference Guide: Make a School Fee Payment

You're now on the **School Fee Payment** screen. Use the following steps to make a School Fee payment.

1. Select the **School Name** from the **School Name drop-down** menu

2. Select the payment account from the **Select Account drop-down** menu

3. Enter the **Payment Amount**

4. Enter the Student Name and Class in the **Remarks/Student Name & Class** field
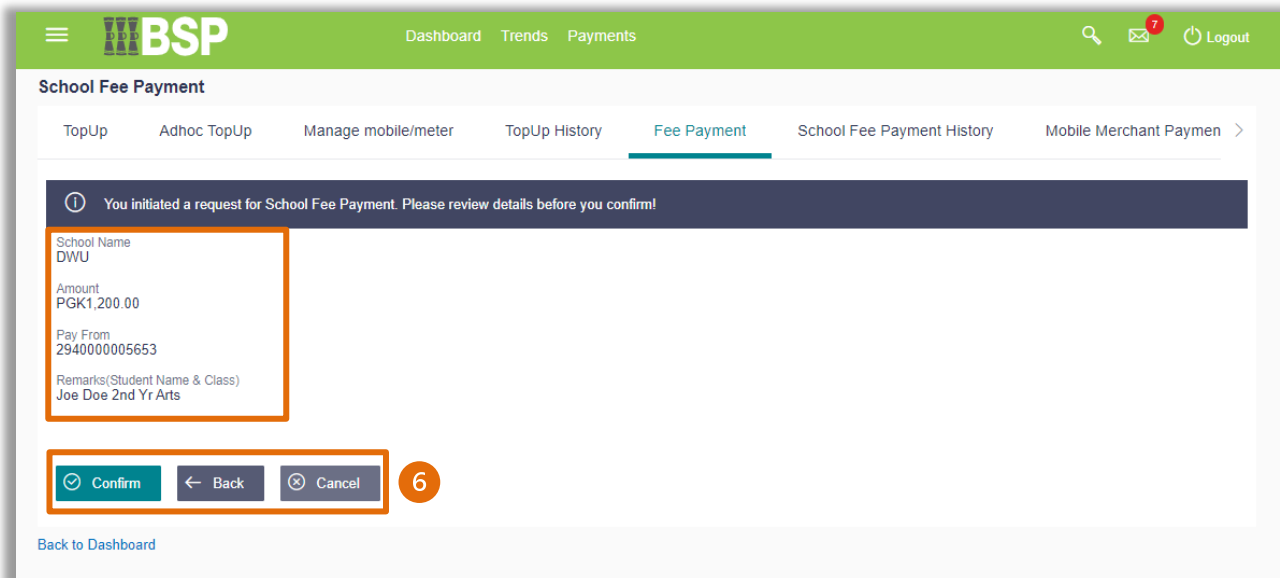
5. Select **Pay**

6. If the payment details are correct, select **Confirm**. If not, select **Back** to revise the information or **Cancel** to exit the screen

Repayment Verification

Verify your payment using your preferred verification method when registering for BSP Internet Banking:

Option 1 - Mobile and Email Verification

A verification code will be sent to your registered mobile number and email address.

1. Enter the verification code in the designated space

2. Select **Submit** to complete the payment

Option 2 – Soft Token Verification

Using the **BSP PNG PaySecure App** on your mobile device to generate a One Time Password (OTP).

1. Enter the One Time Password (OTP) into the **One Time Password** field

2. Select **Submit** to complete the payment

Option 3 – Security Question

Answering one of five (5) security questions.

1. Answer the question
2. Select **Submit** to complete the payment

Note: If you answer incorrectly, another question will be displayed. Repeat the above steps.

Once the verification process is complete, the confirmation screen indicates a successful payment.

1. Select **Download E-Receipt** to download your Mobile Merchant Payment receipt

Additional Support
Please contact the BSP Customer Call Centre:
Phone: (+675) 3201212 or 7030 1212
Email: servicebsp@bsp.com.pg

Copyright Information
All rights reserved world-wide under international copyright agreements. No part of this document can be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise without the prior written permission of BSP Financial Group Limited.