

# BSP INTERNET BANKING

## Quick Reference Guide

### MAKE A SCHOOL FEE PAYMENT



## Quick Reference Guide: Make a School Fee Payment



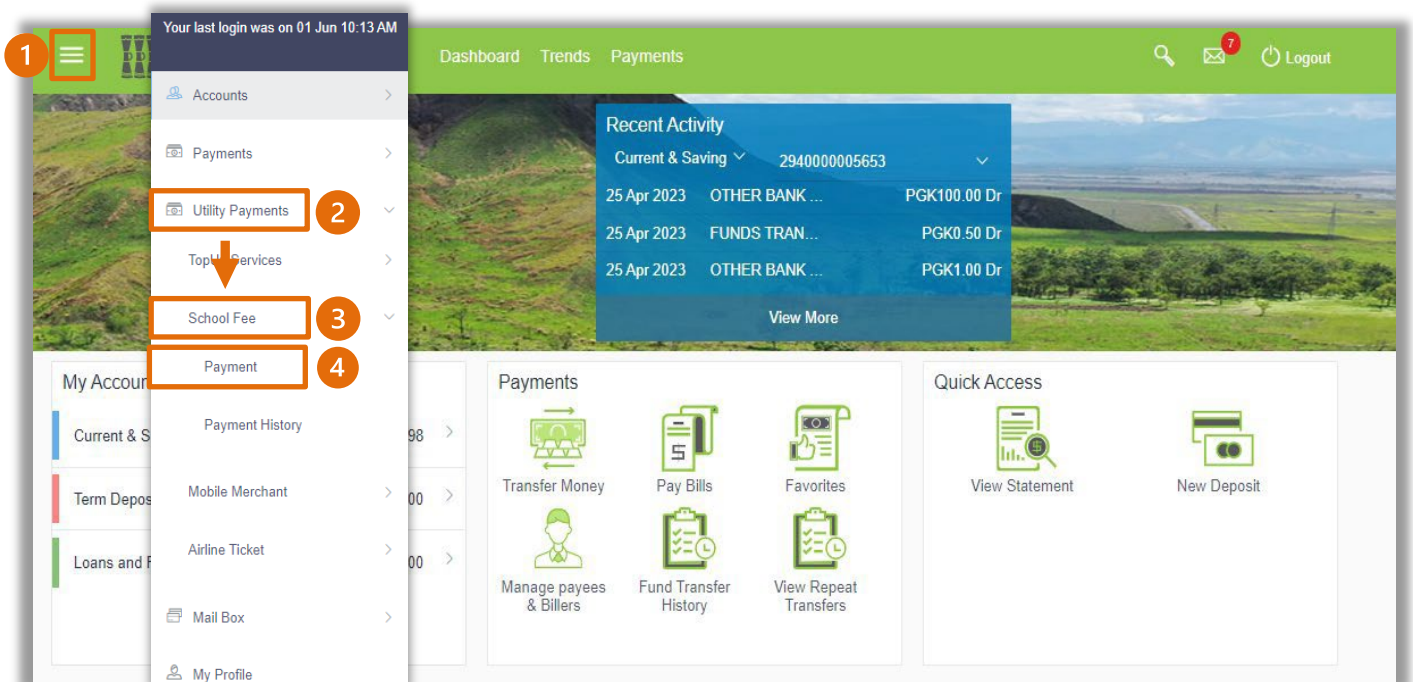
### Use this Quick Reference Guide to:

Make a School Fee Payment.

### Make a School Fee Payment

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

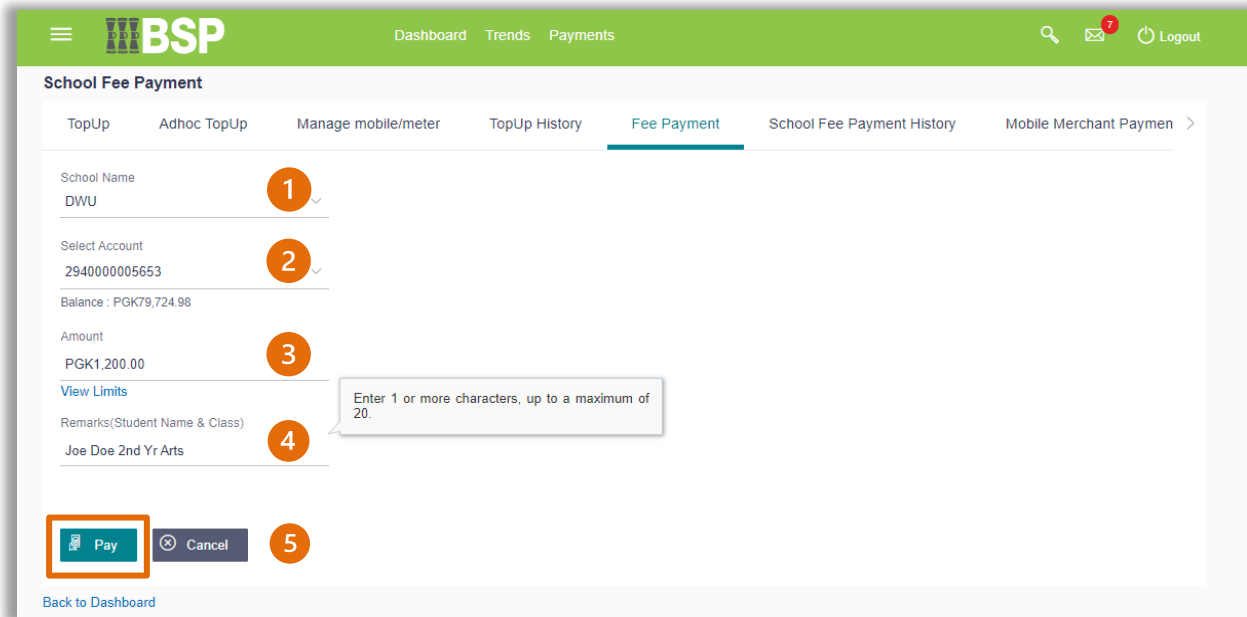
1. Select the **three lines** to access the toggle menu
2. Select **Utility Payments**
3. Select **School Fee**
4. Select **Payment**



## 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**

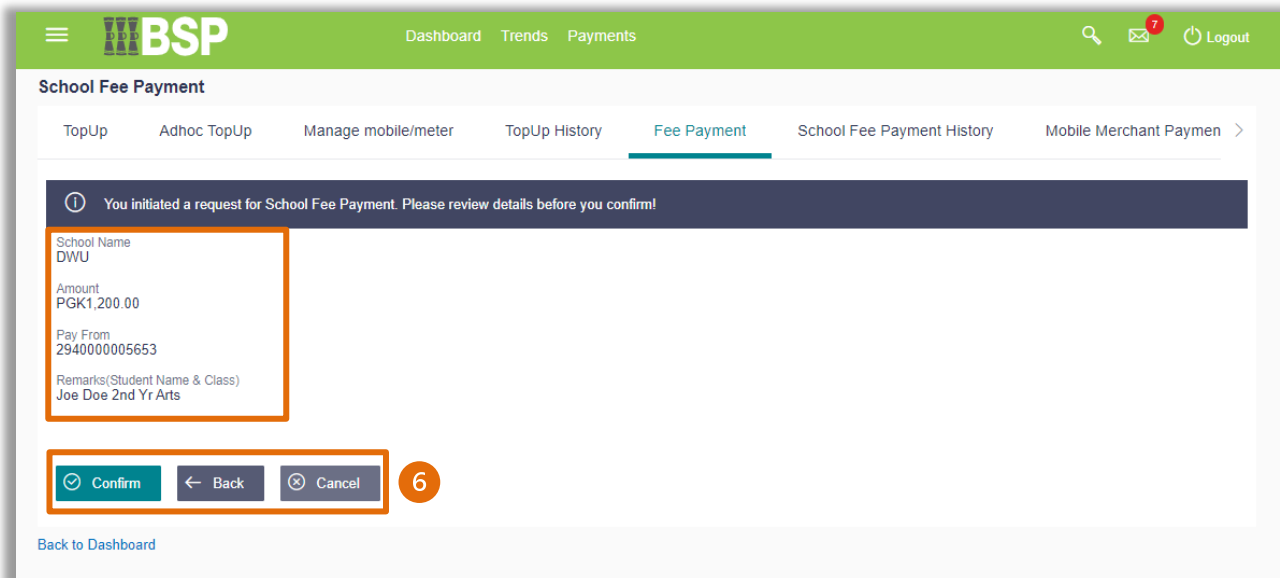


The screenshot shows the 'School Fee Payment' screen with the following details:

- School Name:** DWU (Step 1)
- Select Account:** 294000005653 (Step 2)
- Balance:** PGK79,724.98
- Amount:** PGK1,200.00 (Step 3)
- View Limits** (link)
- Remarks(Student Name & Class):** Joe Doe 2nd Yr Arts (Step 4)
- Pay** button (Step 5) and **Cancel** button.

A tooltip indicates: "Enter 1 or more characters, up to a maximum of 20." A "Back to Dashboard" link is at the bottom left.

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



The screenshot shows the 'School Fee Payment' screen with a confirmation message and the following details:

- Confirmation Message:** You initiated a request for School Fee Payment. Please review details before you confirm!
- School Name:** DWU
- Amount:** PGK1,200.00
- Pay From:** 294000005653
- Remarks(Student Name & Class):** Joe Doe 2nd Yr Arts
- Confirm** button (Step 6), **Back** button, and **Cancel** button.

A "Back to Dashboard" link is at the bottom left.

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### 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

The screenshot shows a 'Transfer' screen with the following elements:

- Transfer** (Section Header)
- One Time Verification** (Section Header)
- Text: "A verification code has been sent to your registered mobile number. Please enter that code below to complete the process"
- Input field: "Verification Code" (highlighted with a red box and a '1' in a red circle)
- Link: "Resend Code" (underlined)
- Text: "Attempts Left" followed by "3"
- Text: "Reference Number" followed by "625135" (in a light blue box)
- Buttons: "Submit" (highlighted with a red box and a '2' in a red circle) and "Cancel" (grey)

#### 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

The screenshot shows a 'Transfer' screen with the following elements:

- Transfer** (Section Header)
- Soft Token Verification** (Section Header)
- Text: "Please follow the steps to generate an OTP (One Time Password)"
- List of instructions:
  - Open Soft Token App on your handheld device and login with your PIN
  - Enter the OTP displayed on the screen in the textbox below
- Input field: "One Time Password" (highlighted with a red box and a '2' in a red circle)
- Text: "Reference Number" followed by "853153" (in a light blue box)
- Text: "Attempts Left" followed by "4"
- Buttons: "Submit" (highlighted with a red box and a '3' in a red circle) and "Cancel" (grey)

## Quick Reference Guide: Make a School Fee 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.

The screenshot shows a 'Transfer' screen with a 'Security Question' section. A red box highlights the question: 'What is your favorite mobile App?'. Below the question is a text input field. A second red box highlights the 'Submit' button, with a 'Cancel' button next to it. A red circle with the number '1' is next to the question, and a red circle with the number '2' is next to the 'Submit' button.

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

The screenshot shows the 'School Fee Payment' confirmation screen. At the top, there is a green navigation bar with 'BSP' logo and 'Dashboard', 'Trends', 'Payments' tabs. A search icon, envelope icon, and 'Logout' button are on the right. Below the navigation bar, the title 'School Fee Payment' is displayed. A blue banner with a checkmark icon contains the text: 'Your transaction is successfully', 'Reference Number 2022181021676270', and 'Host Reference Number 12053265874'. A red circle with the number '1' is next to a 'Download E-Receipt' button. Below the banner, a white box contains the following information: 'School Name: Word Changers Christian School', 'Amount: PGK1,000.00', 'Pay From: 2021000253368', and 'Remarks (Student Name & Class): Jane Doe 6C'. At the bottom, there is a section titled 'What would you like to do next?' with two buttons: 'Go To Dashboard' and 'Go To Account Details'.

### 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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