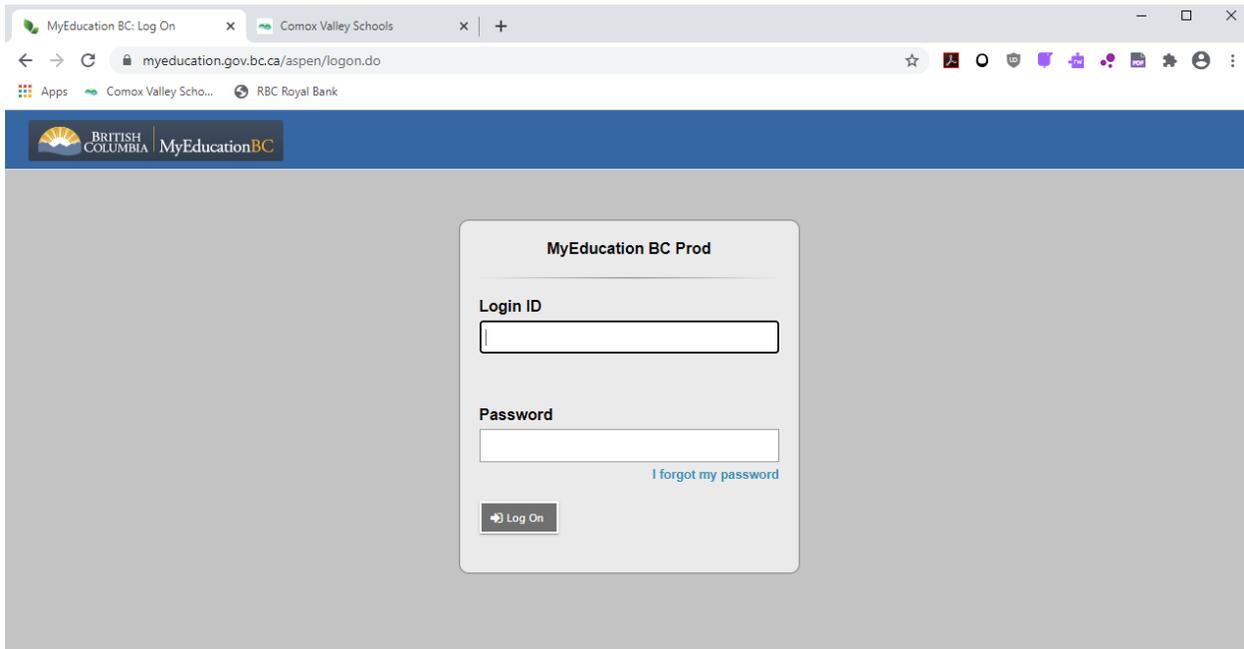
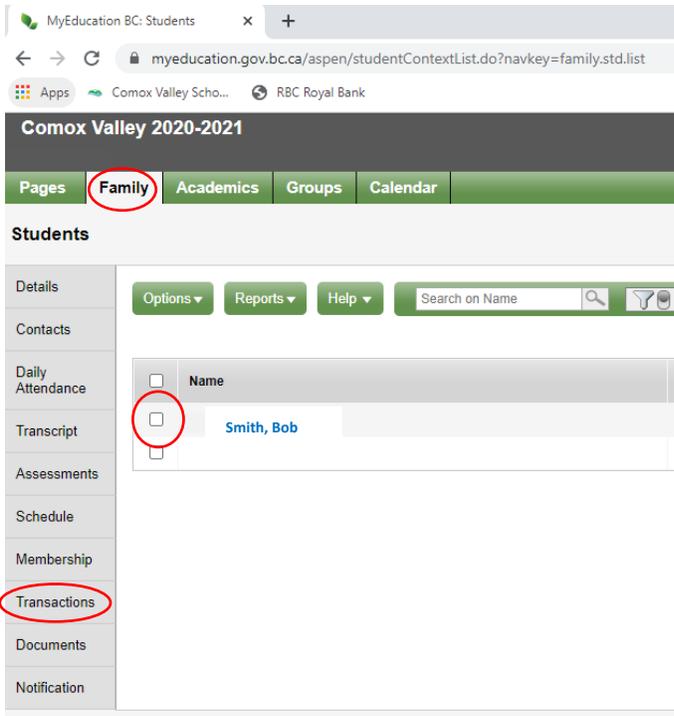


Logon to MyEDBC Parent Portal using your credentials:

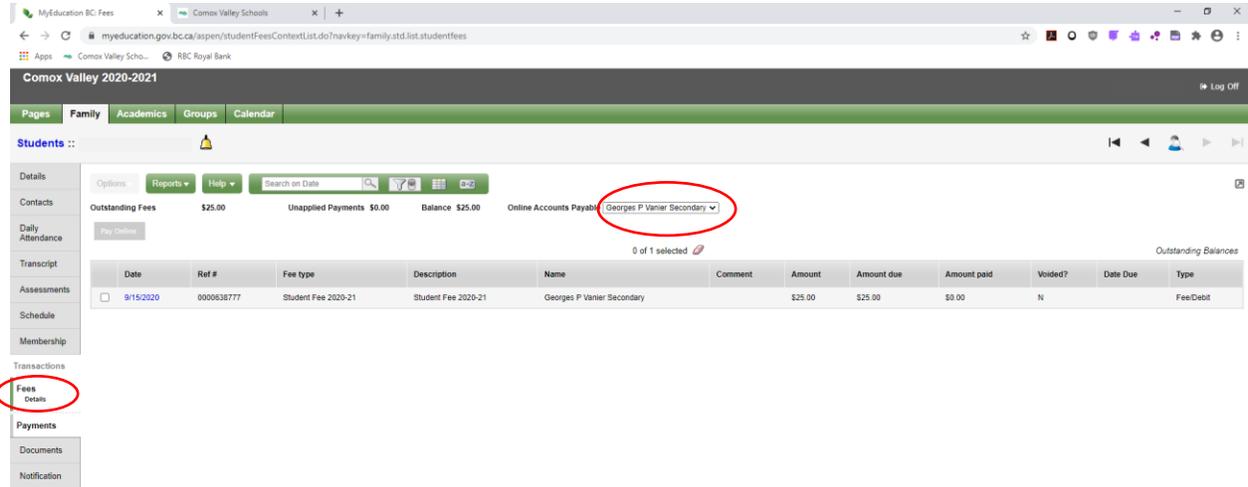


Click on the Family Tab on the ribbon at the top, click the box next to the Student's Name that you are paying fees for and then the Transactions Tab on the left:

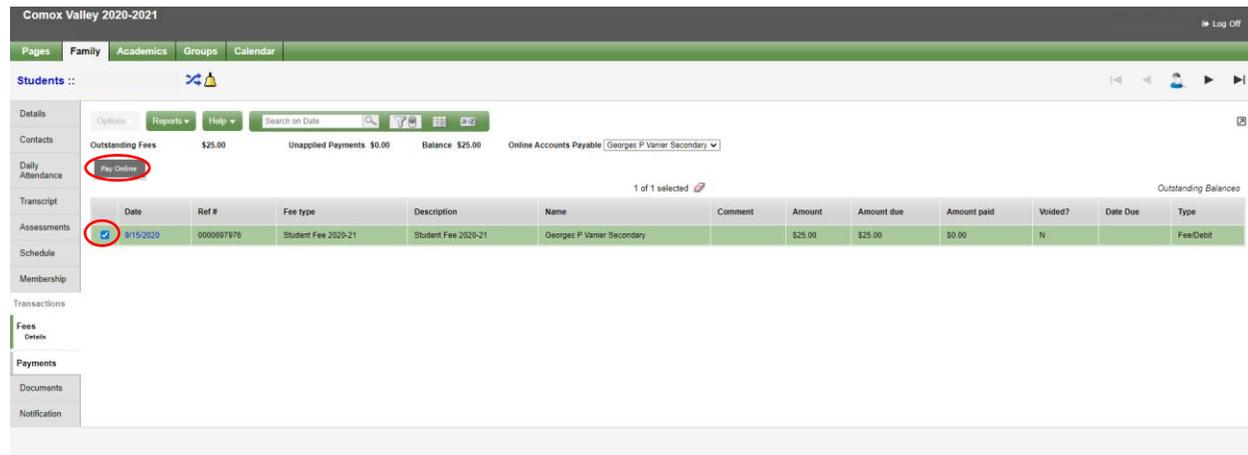


(Please note that you will need to complete a separate payment transaction for each student)

Click on the Fees Tab to see the Details of any outstanding fees owing. If the student is cross enrolled (eg. home school is Mark R. Isfeld, but they are enrolled in the Explorer Program at GP Vanier) you will need to select the school that you are paying fees for using the drop-down menu. (Note: you will need to pay for each school's fees as a separate payment transaction.)



Click the outstanding fee that you are paying and click the Grey Pay Online button:



Click the grey Make Online Payment button:

The screenshot shows the 'Comox Valley 2020-2021' online payment portal. The page title is 'New Online Credit Card Payment'. A sidebar on the left contains navigation options like 'Details', 'Contacts', 'Daily Attendance', etc. The main content area shows a 'Make Online Payment' button circled in red. Below it, there is a table for 'Payment distribution' with the following data:

Fee type	Fee description	Fee Ref #	Fee date	Fee Total	Fee Amount Due	Fee Comment	Amount	Comment
Student Fee 2020-21	Student Fee 2020-21	0000697976	9/15/2020	\$25.00	\$25.00		\$0.00	

A window will pop up to key in your credit card details and click the green button to Process Transaction:

The screenshot shows a credit card payment form for 'GEORGES P VANIER SECONDAR'. It includes a table for 'Item Details' with the following data:

Description	Product Code	Quantity	Price	Subtotal
Student Fee 2020-21	0000697976	0001	\$25.00	\$25.00

Below the table, there are fields for 'Cardholder Name:', 'Card Number:', 'Expiry Date (MMYY):', and 'Card Security Code:'. At the bottom, there are two buttons: 'Process Transaction' (circled in green) and 'Cancel Transaction'.

Click Print Receipt

The screenshot shows the MyEducation BC Payments interface. The browser address bar displays the URL: `myeducation.gov.bc.ca/aspn/onlineCreditCardPayment.do?navkey=family.std.list.stdpmt.occboid=CIO0000ApNqDE`. The page title is "Comox Valley 2020-2021". The navigation menu includes "Pages", "Family", "Academics", "Groups", and "Calendar". The "Students" section is active, showing a sidebar with "Details", "Contacts", "Daily Attendance", "Transcript", "Assessments", "Schedule", "Membership", "Transactions", "Fees", "Payments", "Documents", and "Notification". The "Payments" section is expanded to show "Online Payment Receipt". The main content area displays "Online Credit Card Payment" details, including a reference number (0000696129) and amount (\$25.00). A "Payment distribution" table is shown below, with one entry for "Student Fee 2020-21" for \$25.00. A "Receipt" section follows, showing the date/time (2020-12-10 08:11:32), name on card, card number, amount (\$25.00), and confirmation code (z14sUTMpFCEUJZc0OXR7c0IDzOG3ti). A "Print Receipt" button is highlighted with a red circle in the "Documents" sidebar.

Fee type	Fee description	Fee Ref #	Fee date	Fee Total	Fee Amount Due	Fee Comment	Amount	Comment
Student Fee 2020-21	Student Fee 2020-21	0000697976	9/15/2020	\$25.00	\$0.00		\$25.00	

Receipt	
Date/Time:	2020-12-10 08:11:32
Name on Card:	
Card Number:	-----
Amount:	\$25.00
Confirmation Code:	z14sUTMpFCEUJZc0OXR7c0IDzOG3ti

The screenshot shows the printed version of the online payment receipt. The browser address bar displays the URL: `https://myeducation.gov.bc.ca/aspn/temp/x2_7177783261961215985/report35...`. The page title is `myeducation.gov.bc.ca/aspn/temp/x2_7177783261961215985/report355.html`. The receipt content is as follows:

Online Payment Receipt

Georges P Vanier Secondary

Date/Time: 2020-12-10 08:11:32
Name on Card:
Card Number: -----
Amount: \$25.00
Confirmation Code: z14sUTMpFCEUJZc0OXR7c0IDzOG3ti

To view all payments made in the School Year you can click on the Payments Details link:

The screenshot shows the 'MyEducation BC Payments' interface for 'Comox Valley Schools'. The main content area displays a table of payments with columns for Date, Ref #, Method, Description, Amount, Applied, Credit, and Refunded?. The table contains three rows of payment data. In the left sidebar, under the 'Payments' section, the 'Payments Details' link is circled in red.

Date	Ref #	Method	Description	Amount	Applied	Credit	Refunded?
12/19/2020	0000698129	Online Credit Card		\$25.00	\$25.00	\$0.00	N
2/18/2020	0000608482	Cheque	Yearbook 2019-20	\$45.00	\$45.00	\$0.00	N
11/24/2019	0000592256	Cash	Student Fee 2019-20	\$25.00	\$25.00	\$0.00	N

To view online credit card payment details, you can click on the Online Payment Receipt link:

The screenshot shows the 'Online Credit Card Payment' details page. The main content area displays the payment information, including the Reference Number (0000698129) and Amount (\$25.00). Below this is a 'Payment distribution' table with columns for Fee type, Fee description, Fee Ref #, Fee date, Fee Total, Fee Amount Due, Fee Comment, Amount, and Comment. The table contains one row for 'Student Fee 2020-21'. In the left sidebar, under the 'Payments' section, the 'Online Payment Receipt' link is circled in red.

Fee type	Fee description	Fee Ref #	Fee date	Fee Total	Fee Amount Due	Fee Comment	Amount	Comment
Student Fee 2020-21	Student Fee 2020-21	0000697976	9/15/2020	\$25.00	\$0.00		\$25.00	

Notice in Fees Details that there are no outstanding fees listed.

The screenshot shows a web browser window with the URL `myeducation.gov.bc.ca/asper/studentFeesContextList.do?navkey=family.std.list.studentfees`. The page title is "Comox Valley 2020-2021". The navigation menu includes "Pages", "Family", "Academics", "Groups", and "Calendar". The "Students" section is active, and the "Fees Details" tab is selected in the left sidebar.

The "Fees Details" section displays the following summary:

- Outstanding Fees: \$0.00
- Unapplied Payments: \$0.00
- Balance: \$0.00
- Online Accounts Payable: Georges P Vanier Secondary

A "Pay Online" button is visible. Below the summary, a table is shown with the following columns: Date, Ref #, Fee type, Description, Name, Comment, Amount, Amount due, Amount paid, Voided?, Date Due, and Type. The table contains the text "0 of 0 selected" and "No matching records".

Date	Ref #	Fee type	Description	Name	Comment	Amount	Amount due	Amount paid	Voided?	Date Due	Type
No matching records											