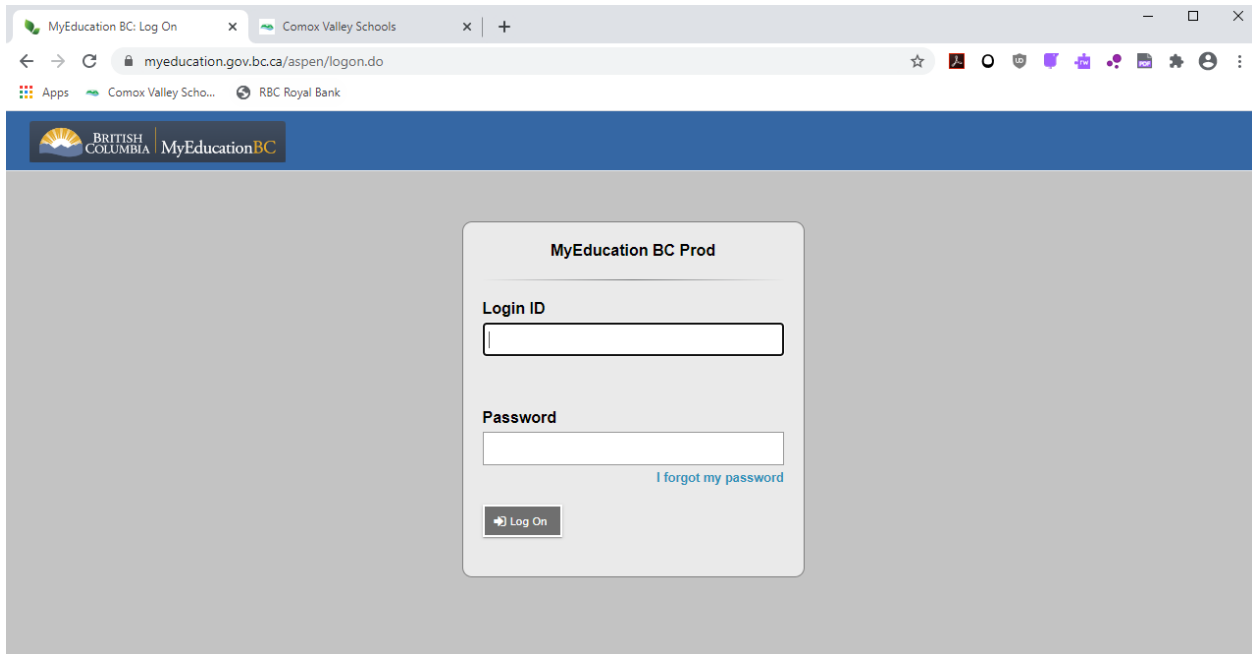
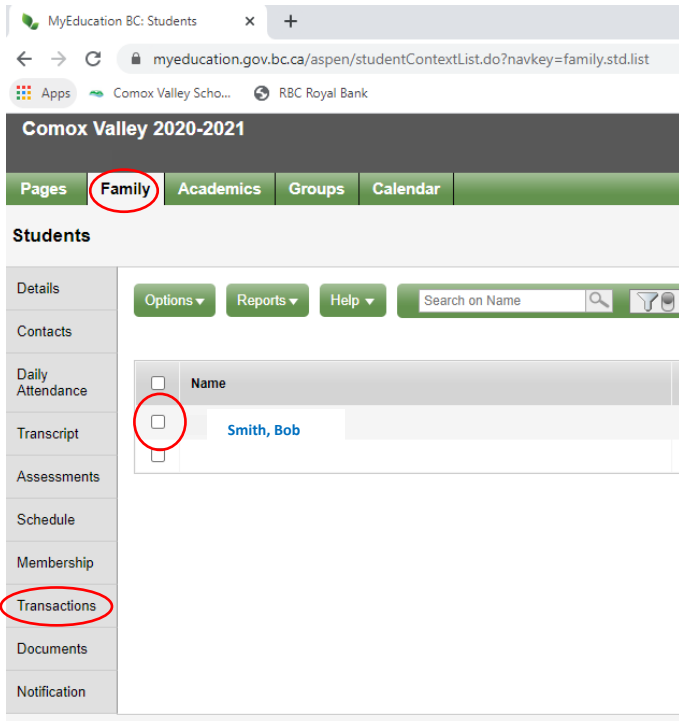


Logon to MyEDBC Parent Portal using your credentials:



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.)

The screenshot shows the 'MyEducation BC Fees' interface for 'Comox Valley Schools'. The 'Fees Details' tab is selected in the left sidebar. The main content area displays a summary of outstanding fees and a table of fee transactions.

Summary:

- Outstanding Fees: \$25.00
- Unapplied Payments: \$0.00
- Balance: \$25.00
- Online Accounts Payable: Georges P Vanier Secondary

Table of Outstanding Balances:

Date	Ref #	Fee type	Description	Name	Comment	Amount	Amount due	Amount paid	Voided?	Date Due	Type
9/15/2020	0000638777	Student Fee 2020-21	Student Fee 2020-21	Georges P Vanier Secondary		\$25.00	\$25.00	\$0.00	N		Fee/Debit

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

The screenshot shows the same interface as above, but with the 'Pay Online' button highlighted in red. The table below shows the selected fee entry.

Summary:

- Outstanding Fees: \$25.00
- Unapplied Payments: \$0.00
- Balance: \$25.00
- Online Accounts Payable: Georges P Vanier Secondary

Table of Outstanding Balances:

Date	Ref #	Fee type	Description	Name	Comment	Amount	Amount due	Amount paid	Voided?	Date Due	Type
9/15/2020	0000627976	Student Fee 2020-21	Student Fee 2020-21	Georges P Vanier Secondary		\$25.00	\$25.00	\$0.00	N		Fee/Debit

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: Details, Contacts, Daily Attendance, Transcript, Assessments, Schedule, Membership, Transactions, Fees, Payments, Documents, and Notification. The main content area is titled 'Online Credit Card Payment' and includes a 'Make Online Payment' button circled in red. Below this, 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 the credit card payment details form for 'GEORGES P VANIER SECONDAR'. The form 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:'. The 'Process Transaction' button is circled in red.

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.occ&oid=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 an amount (\$25.00). A "Payment distribution" table is shown below, with one row for "Student Fee 2020-21" with a fee amount of \$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 a confirmation code. A "Print Receipt" button is highlighted with a red circle.

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: zf4sUTMpFCEIJZc0OXR7c0IDzOG3ti

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: zf4sUTMpFCEIJZc0OXR7c0IDzOG3ti

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 for the 2020-2021 school year. The table has columns for Date, Ref #, Method, Description, Amount, Applied, Credit, and Refunded?. Three payments are listed:

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	\$0.00	\$0.00	N
11/24/2019	0000592256	Cash	Student Fee 2019-20	\$25.00	\$25.00	\$0.00	N

In the left sidebar, under the 'Payments' section, the 'Payments Details' link is circled in red.

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 following information:

Online Credit Card Payment

Reference Number: 0000698129
 Amount: \$25.00

Payment distribution

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: z14u/UMpFCEUz0XR7cIDz0S3h

Buttons: Print Receipt, Cancel

In the left sidebar, under the 'Payments' section, the 'Online Payment Receipt' link is circled in red.

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											