



BSP Online Banking Utility Payments *School Fee Payment Services* User Guide





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About this Guide

BSP Online Banking supports School fee Payments through the Utility Payments feature. This guide covers how school fee payments are done and explains how to view, retrieve and download e-receipts of previous payments done.

This user guide will discuss the following sections:

1. School Fee Payment
2. School Fee Payment History

Terms and Definitions

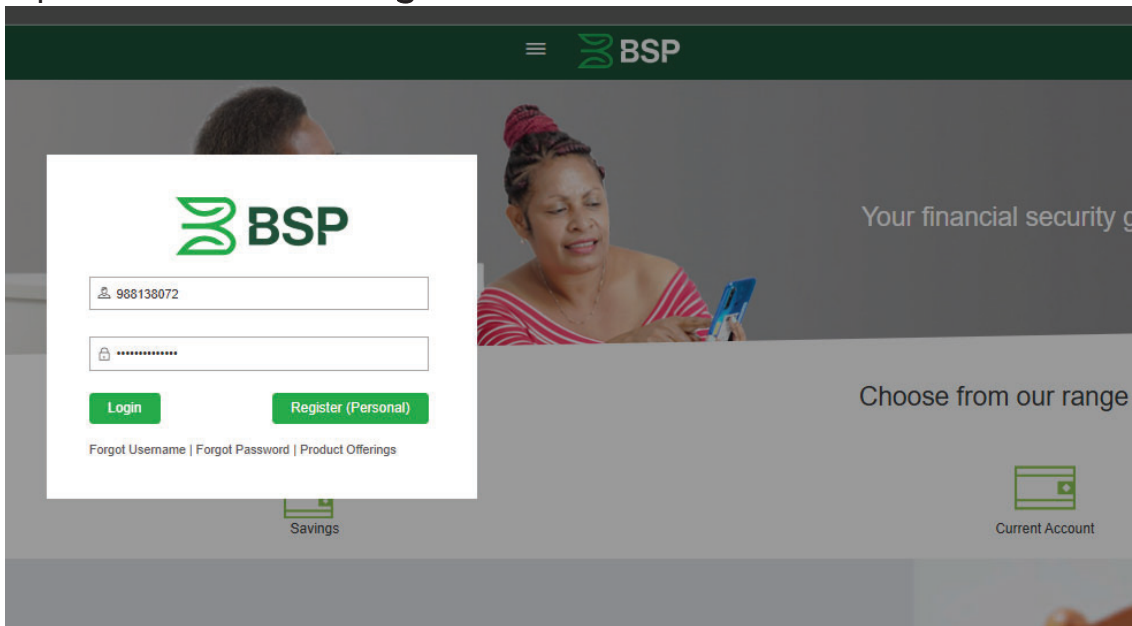
Term	Description
LOV	List of Values
2FA	Two Factor Authentication
OTP	One Time Password

Section 1: School Fee Payment

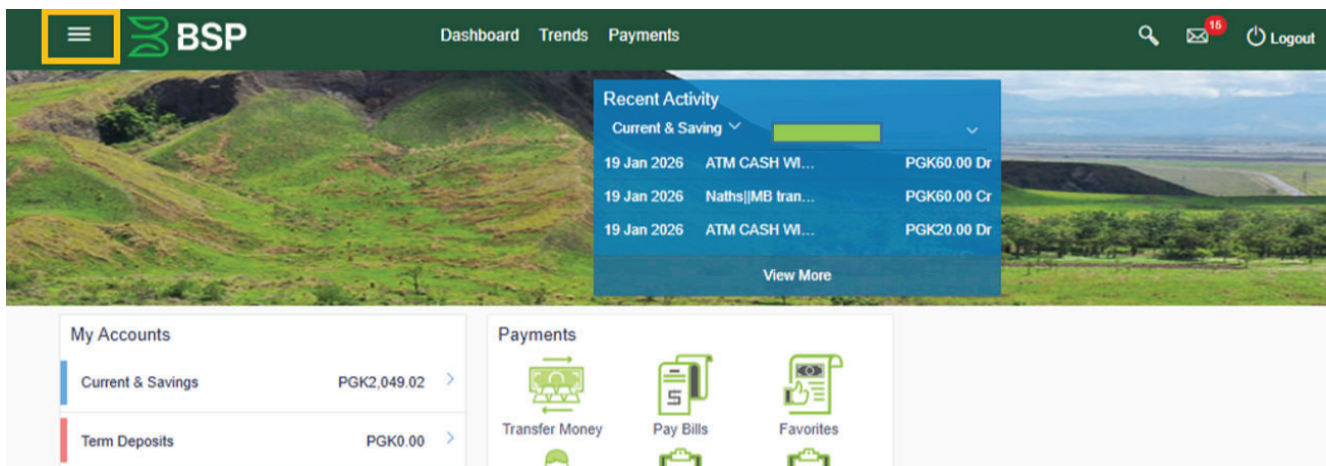


This Utility Payment option enables you to pay school fees directly to the school's account online.

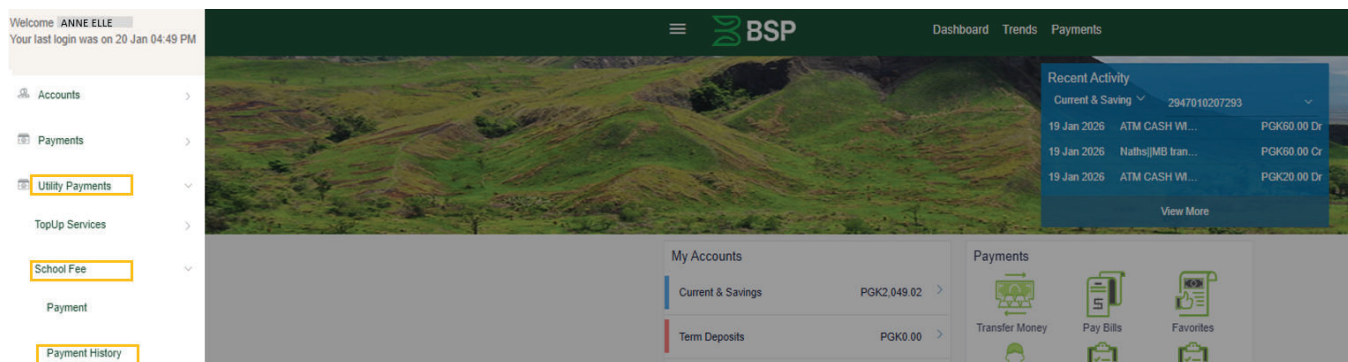
1. Open your internet browser to BSP Online Banking website. Enter username and password and click **Login**.



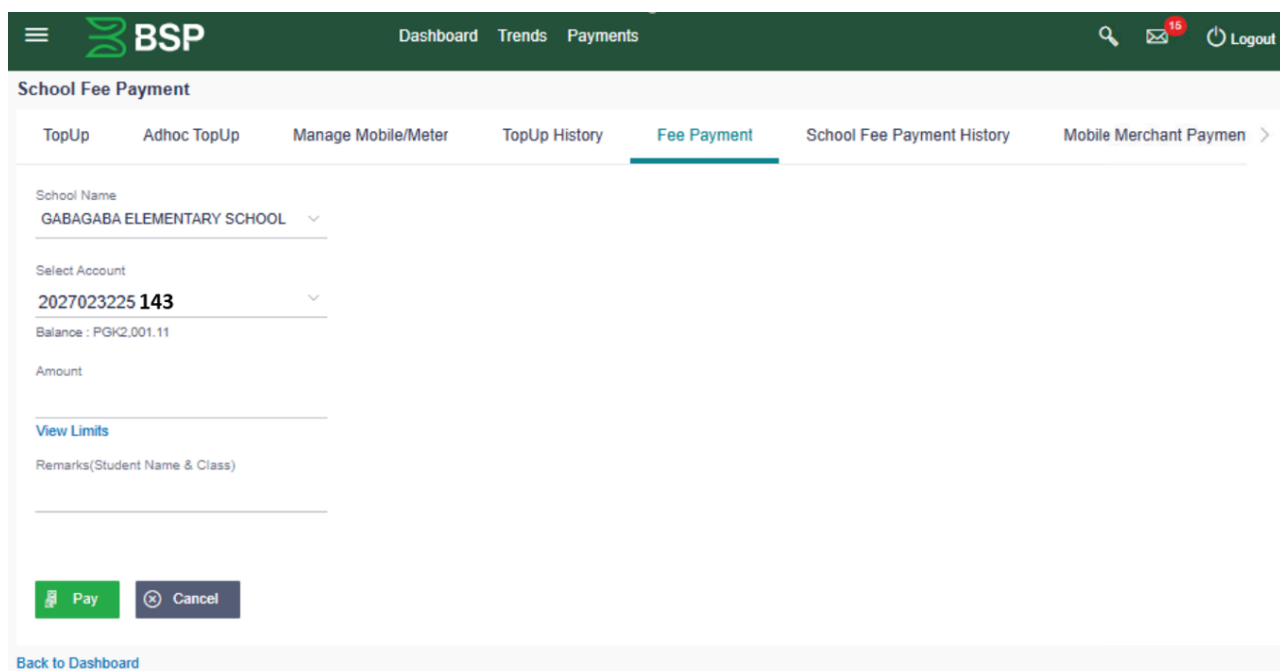
2. Your dashboard screen appears. Click on the **toggle menu** icon at the **top left corner** of the screen.



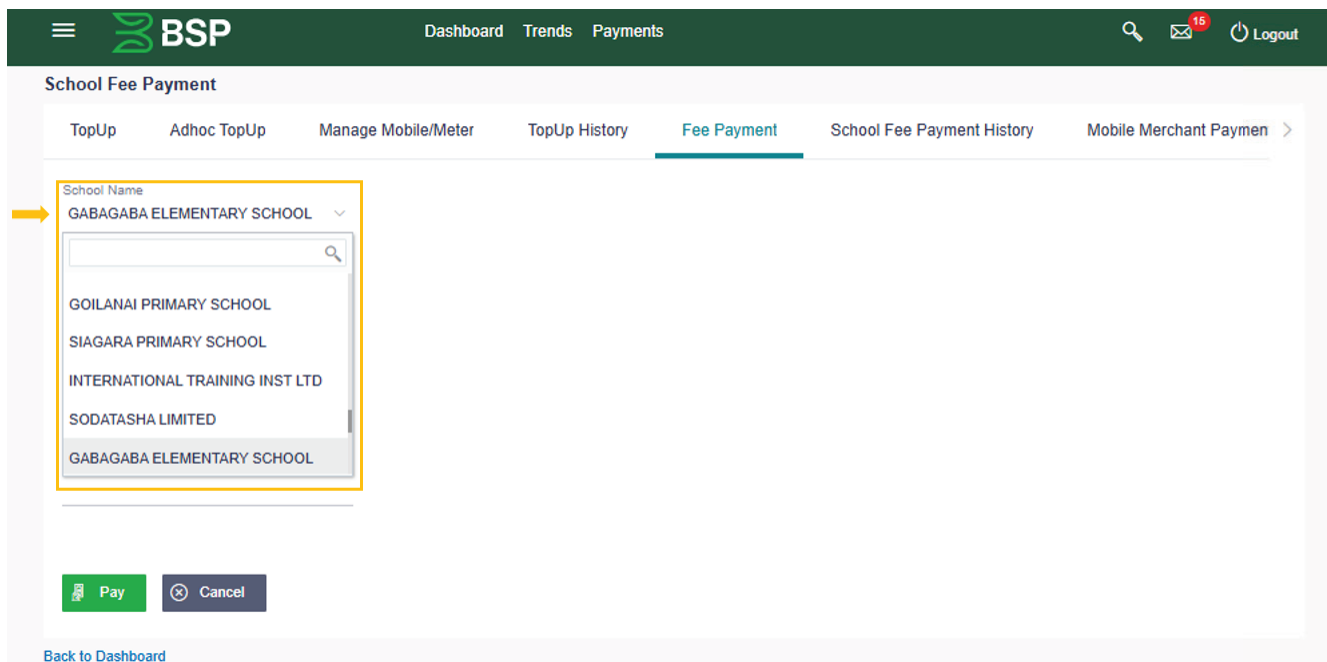
3. On the toggle menu list, click on **Utility Payments > School Fee > Payment**



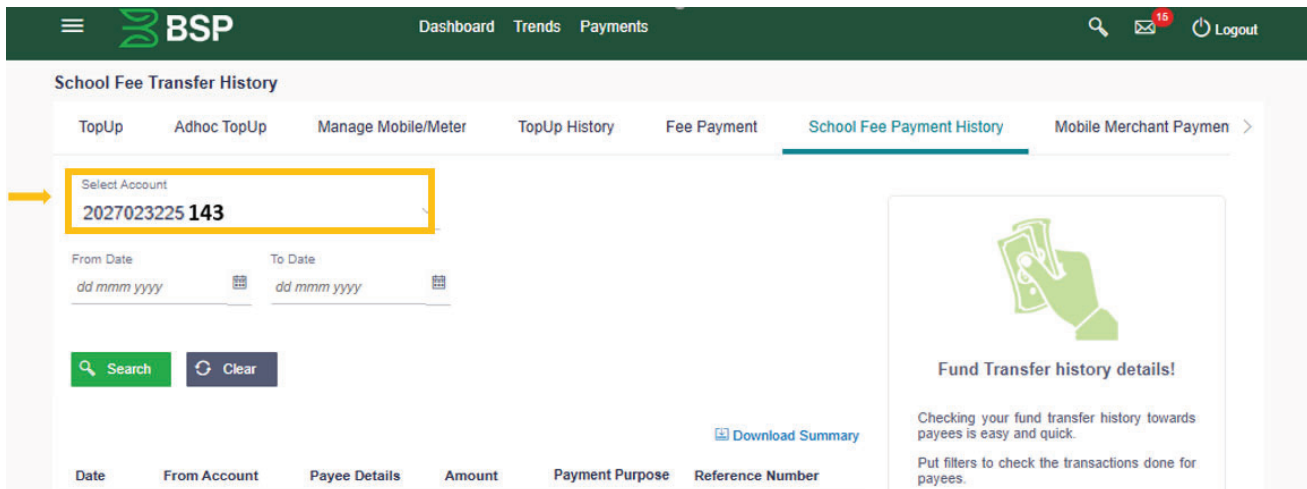
4. **School Fee Payment Screen** will be displayed as shown below



5. From the **School Name** dropdown, select the school receiving the payment



6. From the **Select Account** dropdown, select the account funding the school fee payment. *Note: Applicable to PGK account only*



School Fee Transfer History

TopUp Adhoc TopUp Manage Mobile/Meter TopUp History Fee Payment **School Fee Payment History** Mobile Merchant Paymen >

Select Account
2027023225 143

From Date To Date

dd mmm yyyy dd mmm yyyy

Search **Clear**

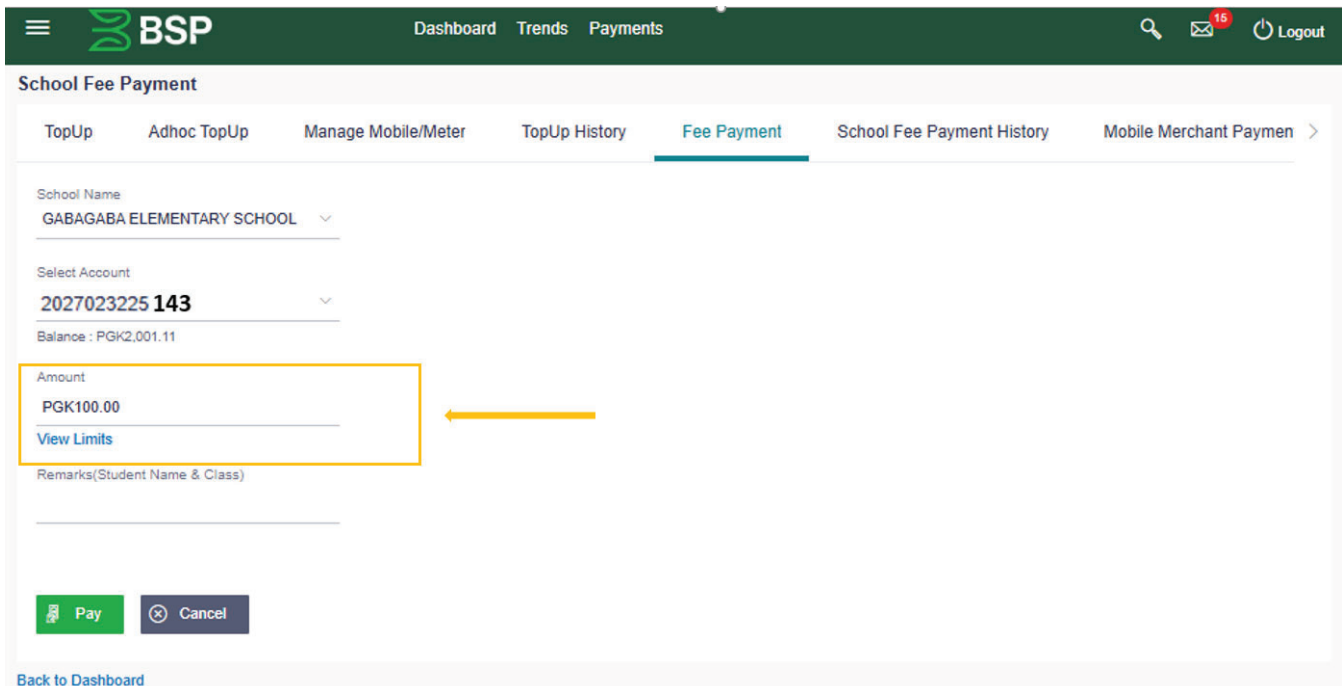
[Download Summary](#)

Date	From Account	Payee Details	Amount	Payment Purpose	Reference Number
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Fund Transfer history details!

Checking your fund transfer history towards payees is easy and quick.
Put filters to check the transactions done for payees.

7. In the **Amount** field, enter the amount to be paid



School Fee Payment

TopUp Adhoc TopUp Manage Mobile/Meter TopUp History **Fee Payment** School Fee Payment History Mobile Merchant Paymen >

School Name
GABAGABA ELEMENTARY SCHOOL

Select Account
2027023225 143

Balance : PGK2,001.11

Amount
PGK100.00

[View Limits](#)

Remarks(Student Name & Class)

Pay **Cancel**

[Back to Dashboard](#)

8. Enter **Remarks** and click on **Pay** button to continue

Note: Specify the student's Name and Class/Course in this field.

School Fee Payment

TopUp Adhoc TopUp Manage Mobile/Meter TopUp History **Fee Payment** School Fee Payment History Mobile Merchant Payment >

School Name
GABAGABA ELEMENTARY SCHOOL

Select Account
2027023225 143

Balance : PGK2,001.11

Amount
PGK100.00

View Limits

Remarks(Student Name & Class)
ANNE ELLE GRADE 8

Enter 1 or more characters, up to a maximum of 20.

Pay Cancel

Back to Dashboard

9. The **School Fee Payment** review screen will be displayed as shown below. Verify the details and click on **Confirm** button.

School Fee Payment

TopUp Adhoc TopUp Manage Mobile/Meter TopUp History **Fee Payment** School Fee Payment History Mobile Merchant Payment >

① You initiated a request for School Fee Payment. Please review details before you confirm!

School Name
GABAGABA PRIMARY SCHOOL

Amount
PGK100.00

Pay From
2027023225 143

Remarks(Student Name & Class)
ANNE ELLE GRADE 8

Confirm Back Cancel

Back to Dashboard

10. Verification screen will be displayed where Security Authentication is required.

Available options:

- Enter **Verification Code** as received via email id and mobile and click on **Submit** button
- Or Enter Security Question answer and click on **Submit** button.
- Or Enter **Verification Code** generated on the **Pay Secure App** and click on **Submit** button

The 2 Factor Authentication will depend on whichever option you have set up for verification by the Bank (in this example, Security question has been set up for verification)



School Fee Payment

Security Question

Who is your favourite religious speaker or leader?

What is your favourite holiday destination?

Who was your childhood hero?

What is your favorite social media platform?

Submit

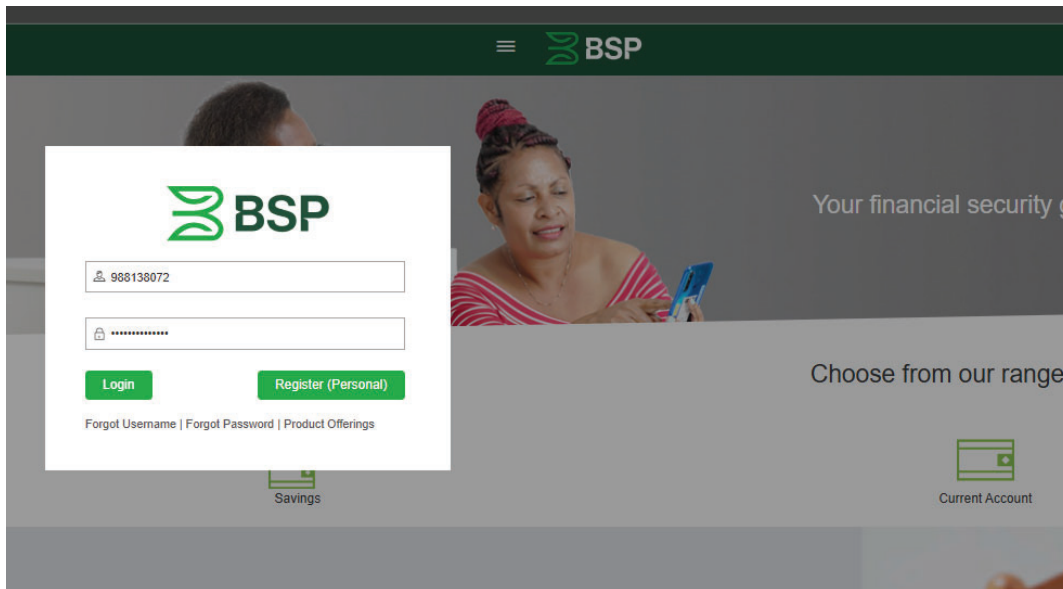
Cancel

Section 2: School Fee Payment History

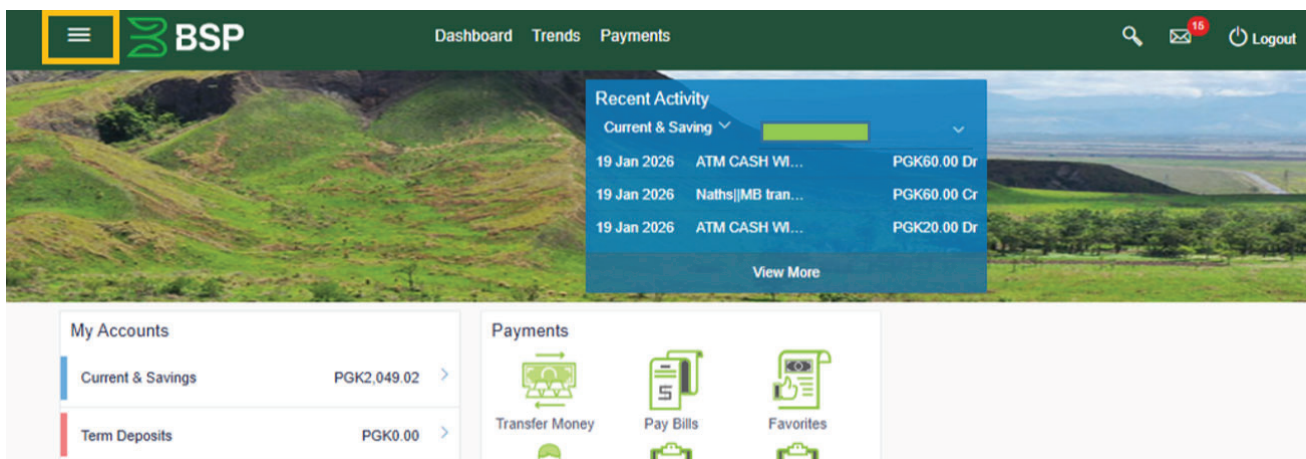


You can search, view and download e-receipt of previous payments done using the School fee Payment history feature.

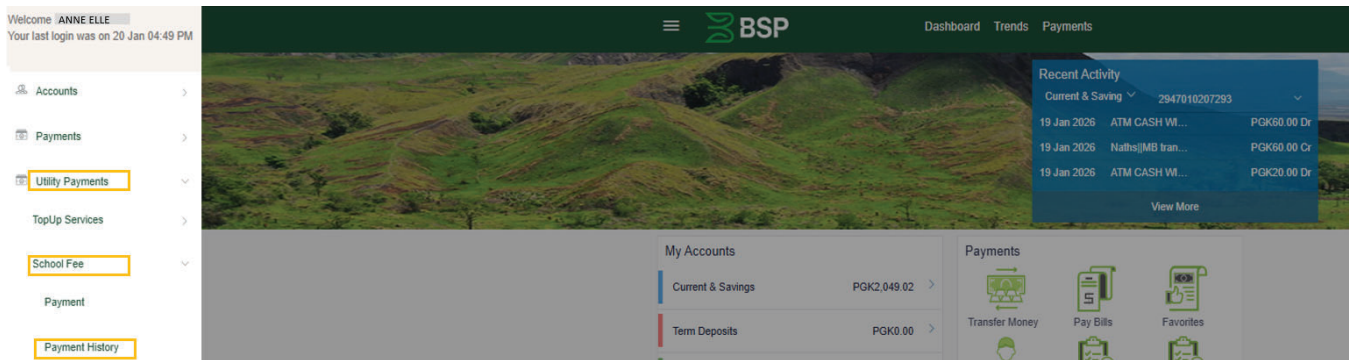
Open your internet browser to BSP Online Banking website. Enter username and password and click **Login**.



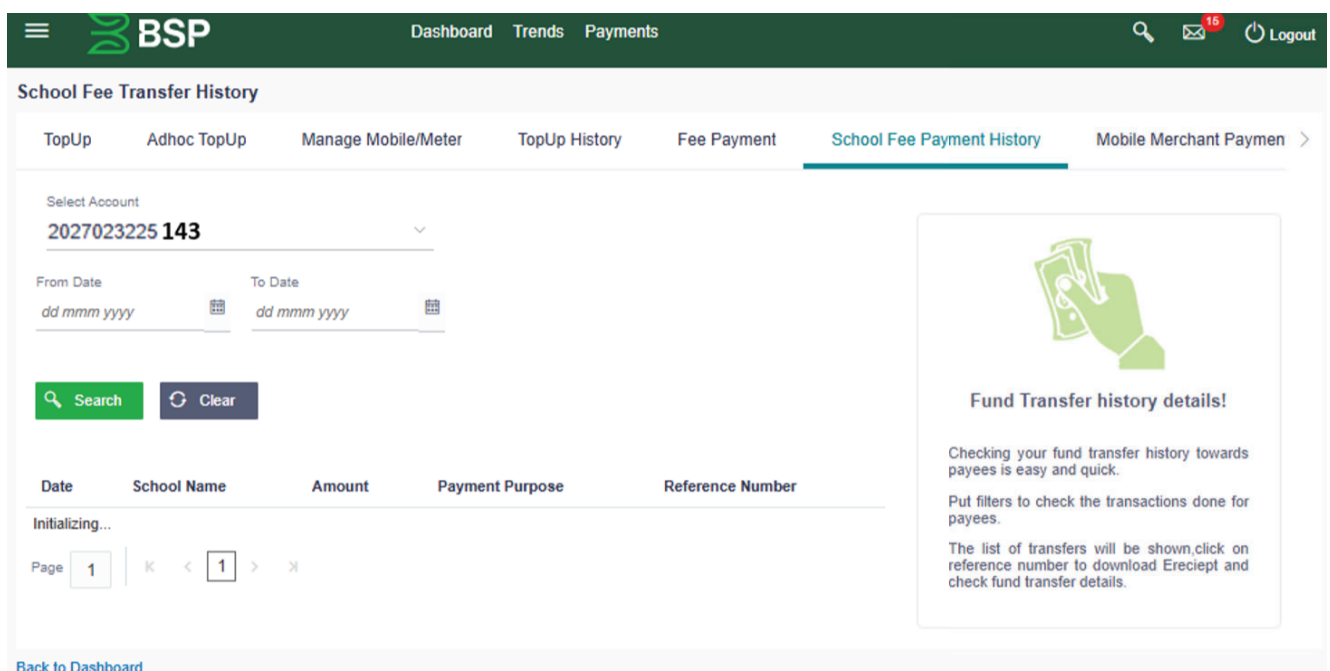
2. Your dashboard screen appears. Click on the **toggle menu** icon at the top left corner of the screen.



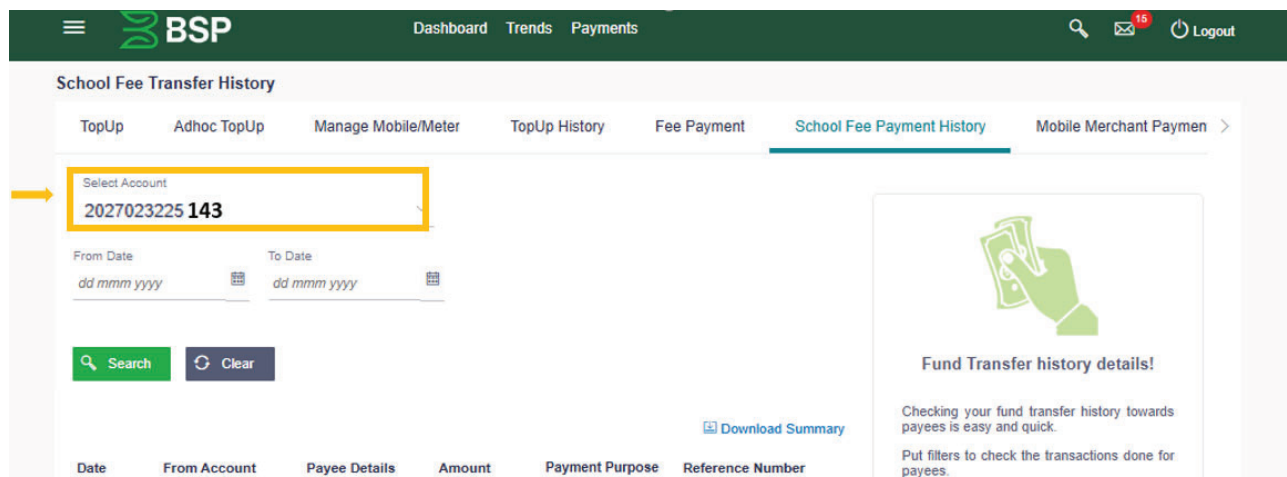
3. On the toggle menu list, click on **Utility Payments > School Fee > Payment History**



4. The **School Fee Transfer History** screen will be displayed as shown below.



5. From the **Select Account** dropdown, select the account of which payment history is to be displayed.



6. Specify the date range and click on **Search** button.

School Fee Transfer History

TopUp Adhoc TopUp Manage Mobile/Meter TopUp History Fee Payment **School Fee Payment History** Mobile Merchant Paymenten >

Select Account
2027023225 143

From Date dd mmm yyyy To Date dd mmm yyyy

Search **Clear**

Date School Name Amount Payment Purpose Reference Number

Initializing...

Page 1

[Back to Dashboard](#)

Fund Transfer history details!

Checking your fund transfer history towards payees is easy and quick.
Put filters to check the transactions done for payees.
The list of transfers will be shown, click on reference number to download Ereceipt and check fund transfer details.

7. The list of payments within the specified range will be displayed. Click on the **Reference Number** to view the payment details.

School Fee Transfer History

TopUp Adhoc TopUp Manage Mobile/Meter TopUp History Fee Payment **School Fee Payment History** Mobile Merchant Paymenten >

Select Account
2027023225 143

From Date dd mmm yyyy To Date dd mmm yyyy

Search **Clear**

[Download Summary](#)

Date	From Account	Payee Details	Amount	Payment Purpose	Reference Number
19 Jan 2026	2027023225 143	Own Account	PGK20.00	Self	2601902035522004
16 Jan 2026	2027023225 143	GABAGABA PRIMARY SCHOOL	PGK100.00	ANNE ELLE GRADE 8	2601601045348001

[Back to Dashboard](#)

Fund Transfer history details!

Checking your fund transfer history towards payees is easy and quick.
Put filters to check the transactions done for payees.
The list of transfers will be shown, click on reference number to download Ereceipt and check fund transfer details.

8. The Payment details screen will be displayed. Click on **Download Summary** to download the e-receipt.

School Fee Payment Details

School Name
GABAGABA PRIMARY SCHOOL

Amount
PGK100.00

Transfer When
19 Jan 2026

Transfer When
19 Jan 2026

Pay From
2027023225 143

Payment Purpose
ANNE ELLE GRADE 8

Transaction Reference Number
2601601045348001

Download Summary **Back**