

# 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

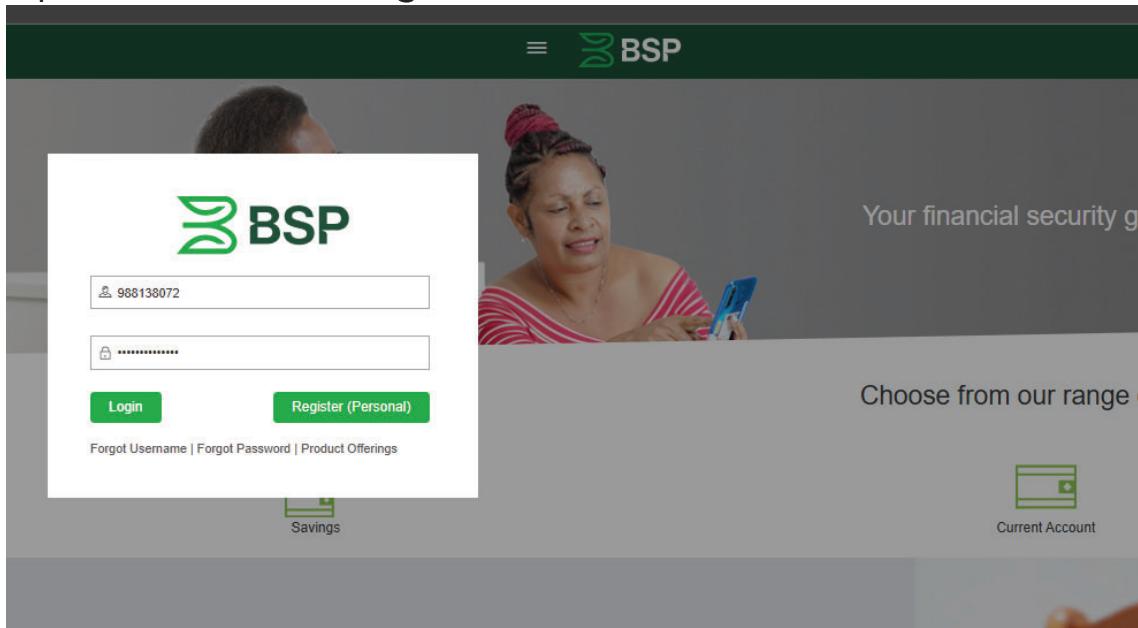
Term	Description
LOV	List of Values
2FA	Two Factor Authentication
OTP	One Time Password

## Section 1: School Fee Payment

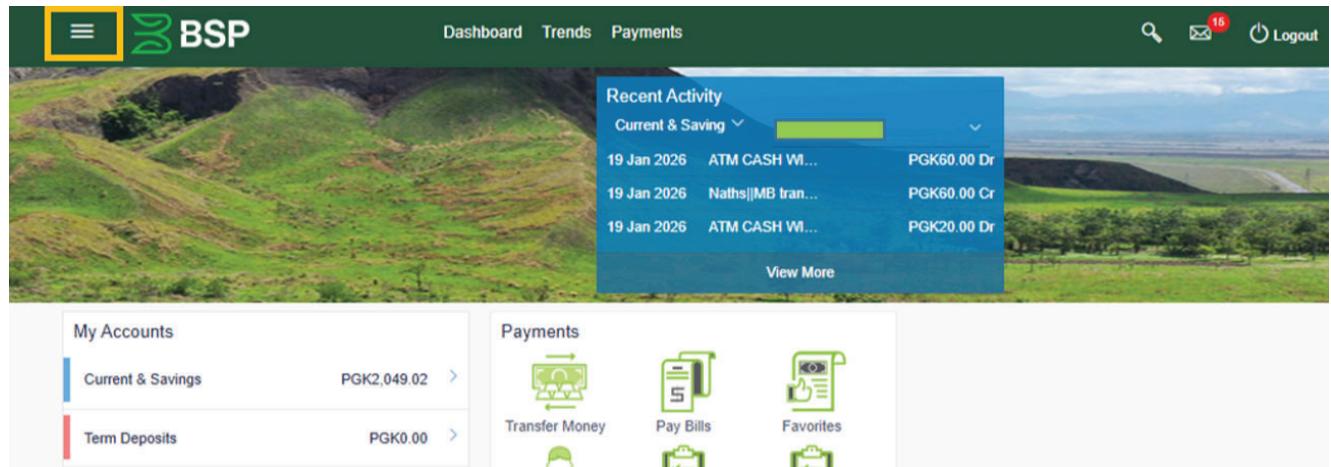


This Utility Payment option enables you to pay school fees directly to the school's account online.

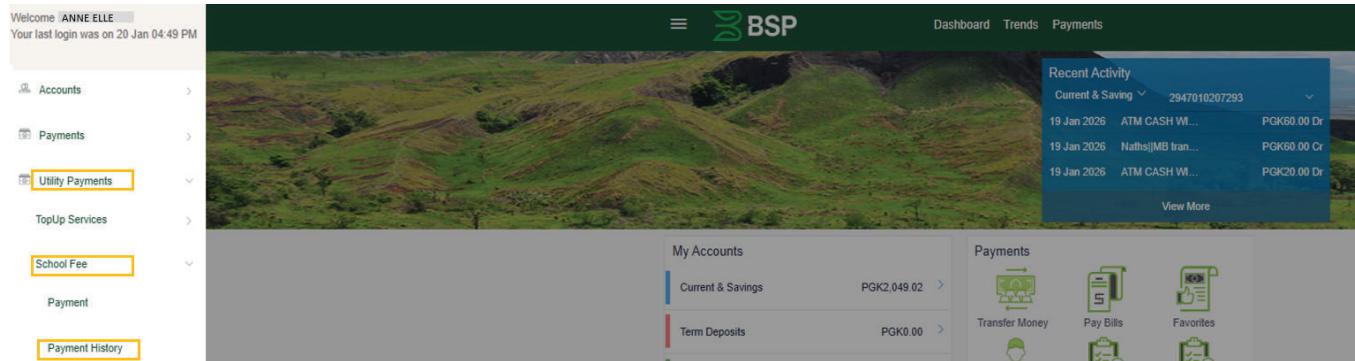
1. Open your internet browser to BSP Online Banking website. Enter username and password and click **Login**.



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

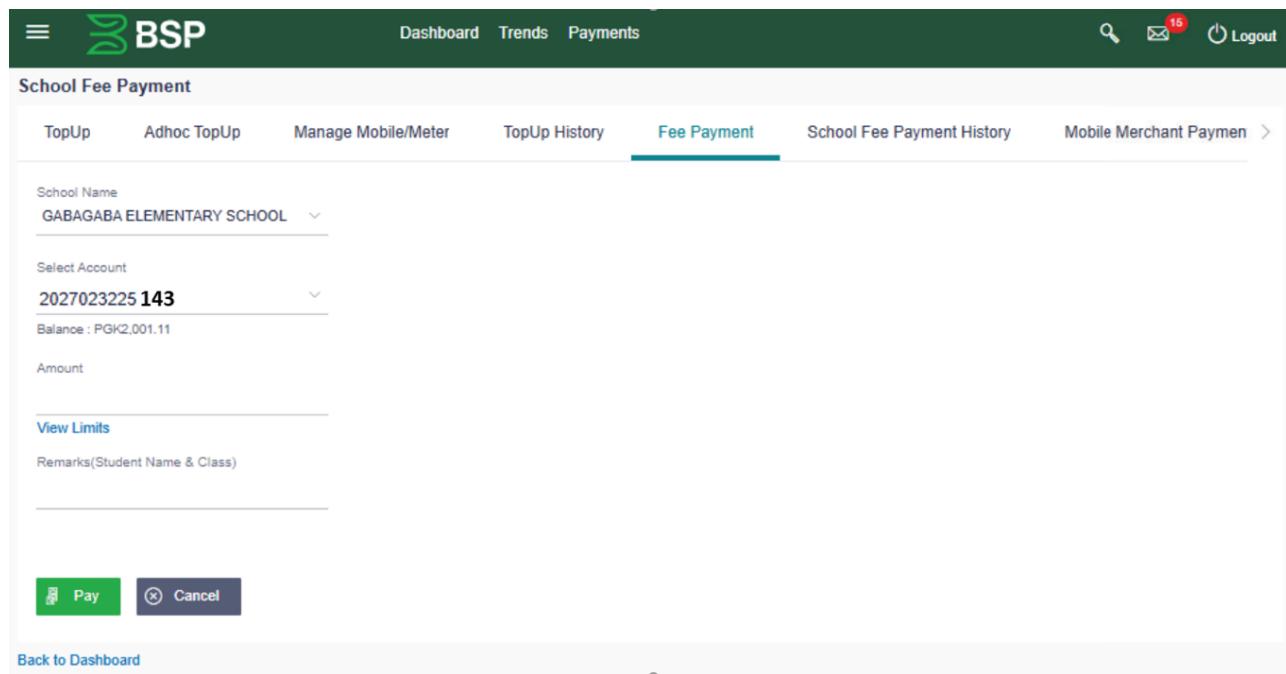


### 3. On the toggle menu list, click on **Utility Payments > School Fee > Payment**



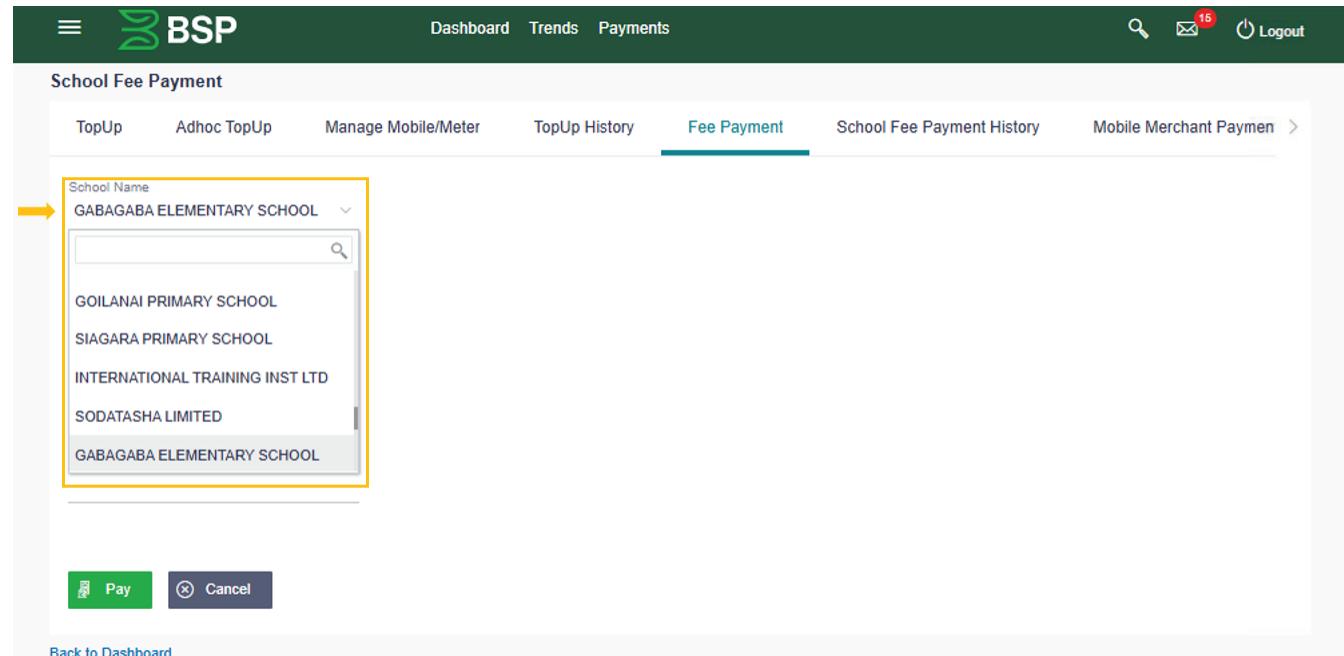
The screenshot shows the BSP mobile banking app's dashboard. On the left, a vertical navigation menu is displayed with the following items: Accounts, Payments, Utility Payments (which is highlighted with a yellow box), TopUp Services, School Fee (which is highlighted with a yellow box), Payment, and Payment History. At the top right, there are links for Dashboard, Trends, and Payments. A banner image of a green hillside is visible. On the right side, there is a "Recent Activity" section showing transactions: "Current & Saving" (2947010207293), "19 Jan 2026 ATM CASH WI..." (PGK60.00 Dr), "19 Jan 2026 NathsJMB Iran..." (PGK60.00 Cr), and "19 Jan 2026 ATM CASH WI..." (PGK20.00 Dr). Below this is a "View More" link. On the far right, there are icons for "My Accounts" (Current & Savings: PGK2,049.02, Term Deposits: PGK0.00), "Payments" (Transfer Money, Pay Bills, Favorites), and a "Logout" button.

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



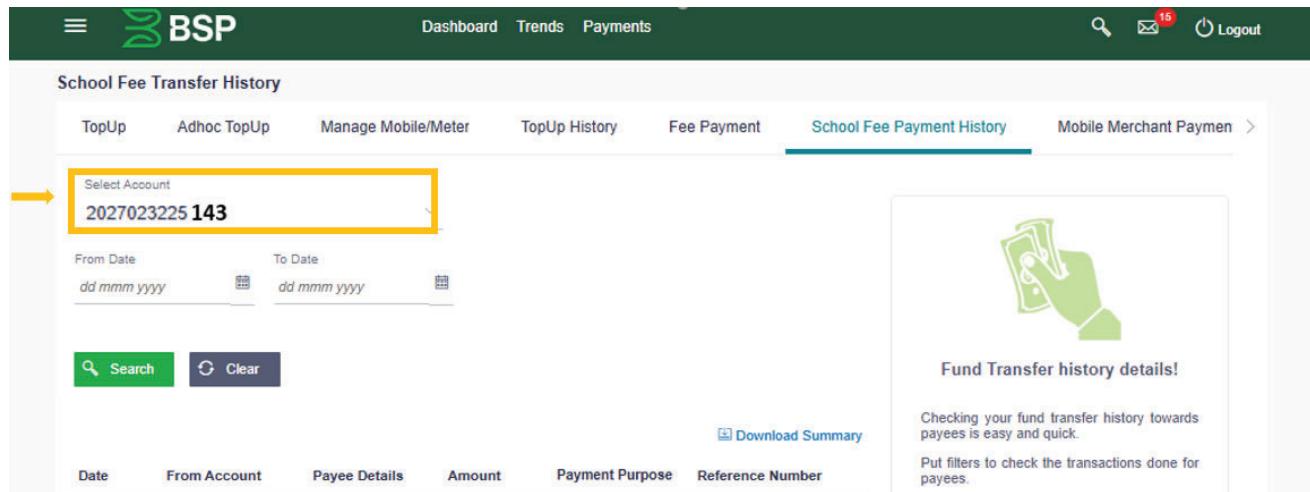
The screenshot shows the "School Fee Payment" screen. At the top, there is a navigation bar with the BSP logo, links for Dashboard, Trends, Payments, and a search bar. Below the navigation, the title "School Fee Payment" is displayed. A horizontal menu bar includes: TopUp, Adhoc TopUp, Manage Mobile/Meter, TopUp History, Fee Payment (which is highlighted with a teal underline), School Fee Payment History, and Mobile Merchant Paymen. The main form area starts with a "School Name" dropdown set to "GABAGABA ELEMENTARY SCHOOL". Below it is a "Select Account" dropdown set to "2027023225 143" with a balance of "PGK2,001.11". A "Amount" input field is present. A "View Limits" section contains a "Remarks" field for "Student Name & Class". At the bottom are "Pay" and "Cancel" buttons. A "Back to Dashboard" link is at the very bottom.

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



The screenshot shows the "School Fee Payment" screen with the "School Name" dropdown open. A yellow arrow points to the dropdown menu, which lists several schools: GOILANAI PRIMARY SCHOOL, SIAGARA PRIMARY SCHOOL, INTERNATIONAL TRAINING INST LTD, SODATASHA LIMITED, and GABAGABA ELEMENTARY SCHOOL. The "GABAGABA ELEMENTARY SCHOOL" option is highlighted with a yellow box. The rest of the screen is identical to the one in the previous image, including the "Fee Payment" menu item being highlighted and the "Pay" and "Cancel" buttons at the bottom.

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



School Fee Transfer History

From Date: dd mmm yyyy To Date: dd mmm yyyy

Search Clear

Download Summary

Date From Account Payee Details Amount Payment Purpose Reference Number

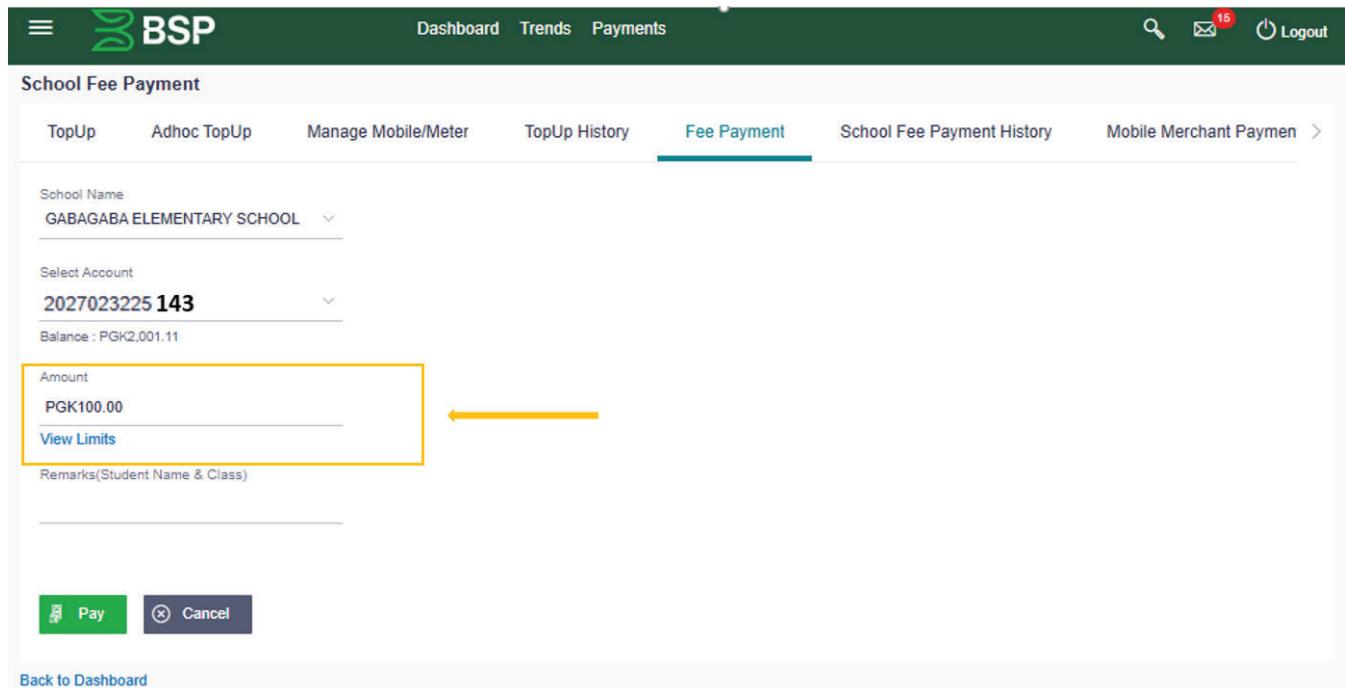
Select Account: 2027023225 143

Fund Transfer history details!

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

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

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



School Fee Payment

School Name: GABAGABA ELEMENTARY SCHOOL

Select Account: 2027023225 143

Balance: PGK2,001.11

Amount: PGK100.00

View Limits

Remarks(Student Name & Class):

Pay Cancel

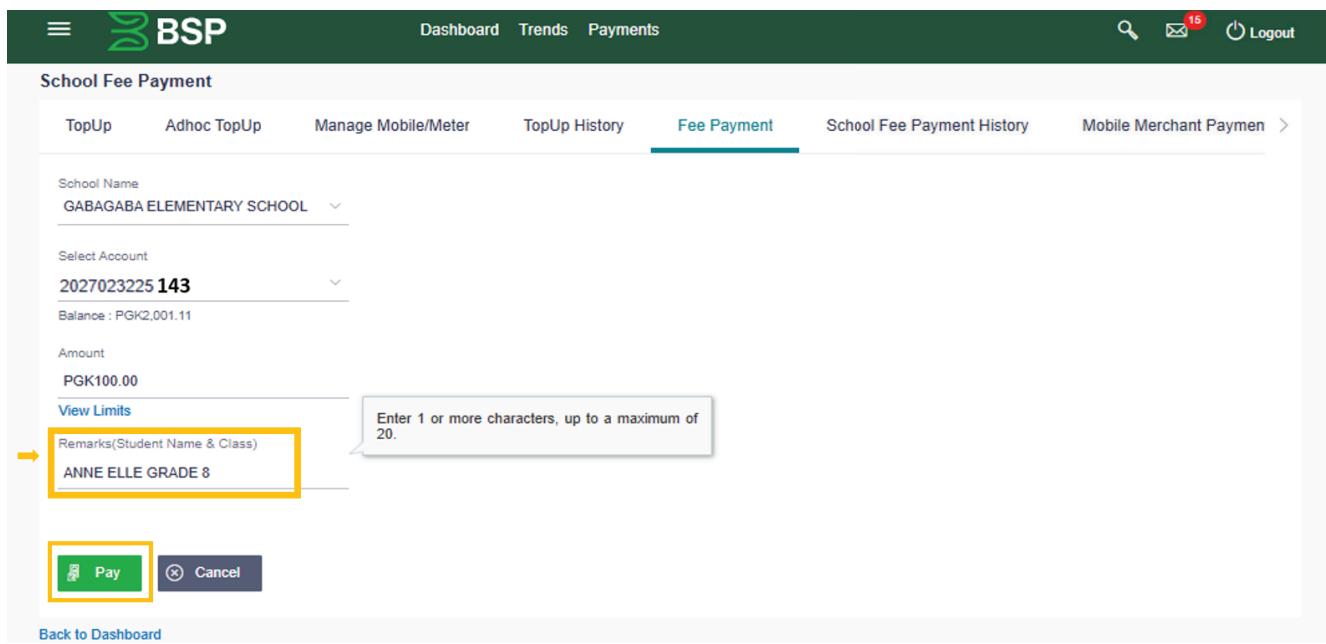
Back to Dashboard

Dashboard Trends Payments



## 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

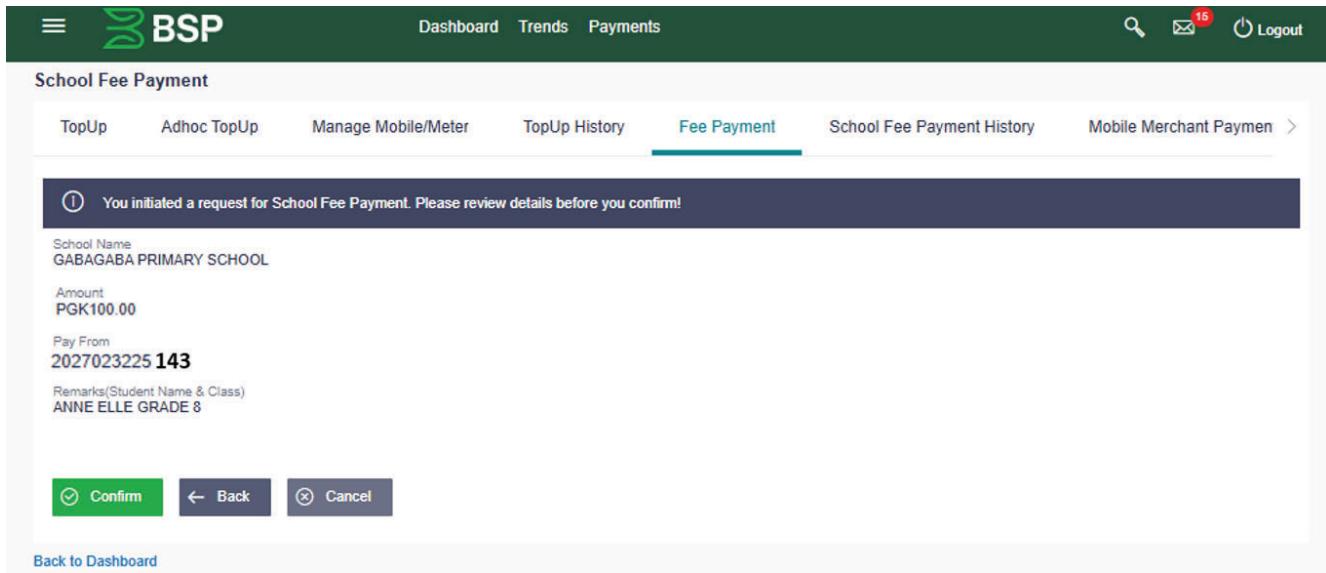
Remarks(Student Name & Class): ANNE ELLE GRADE 8

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**

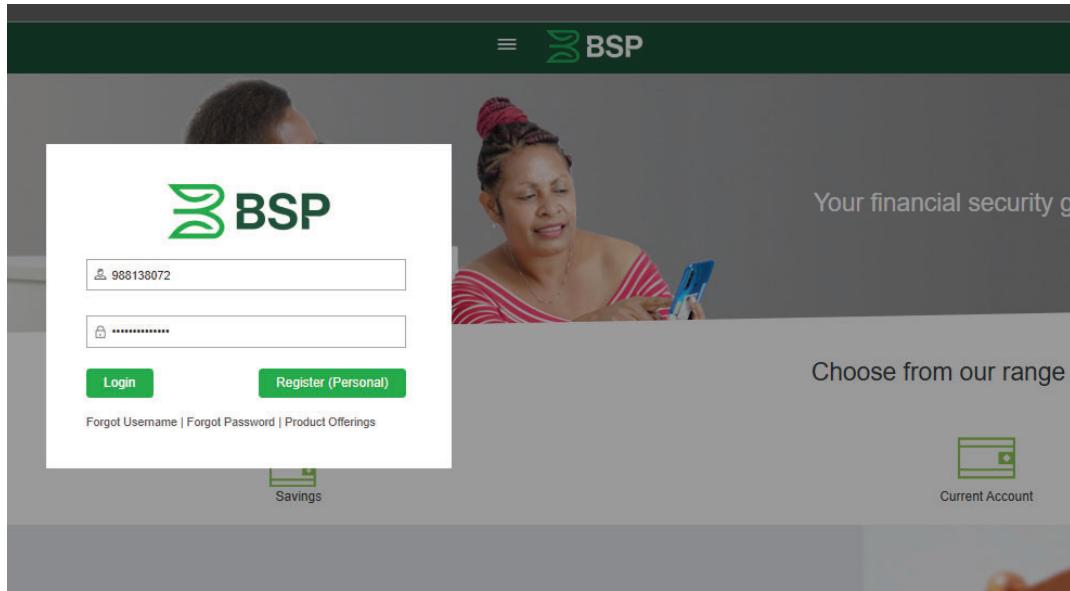
**Cancel**

## Section 2: School Fee Payment History

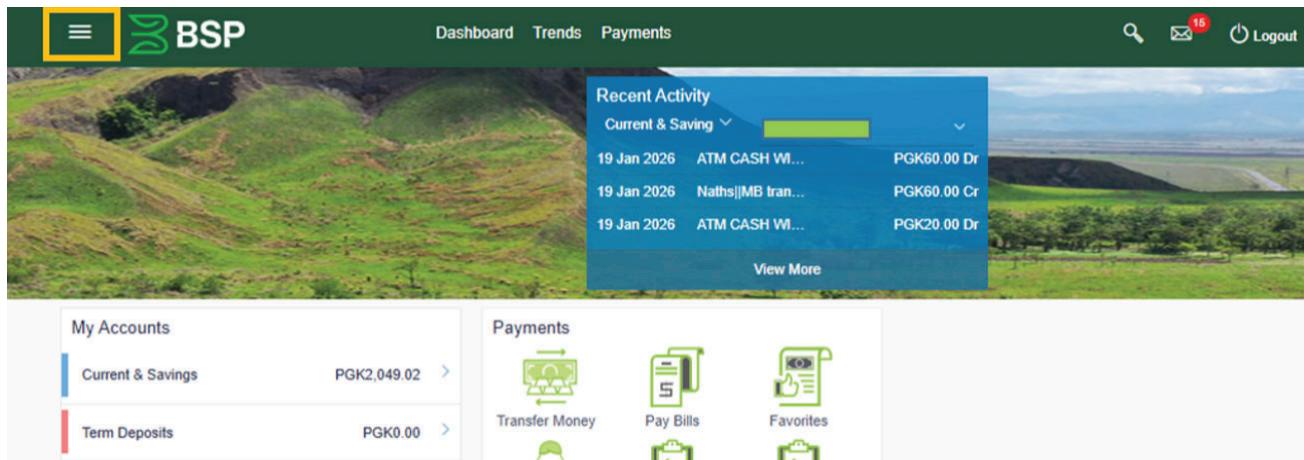


You can search, view and download e-receipt of previous payments done using the School fee Payment history feature.

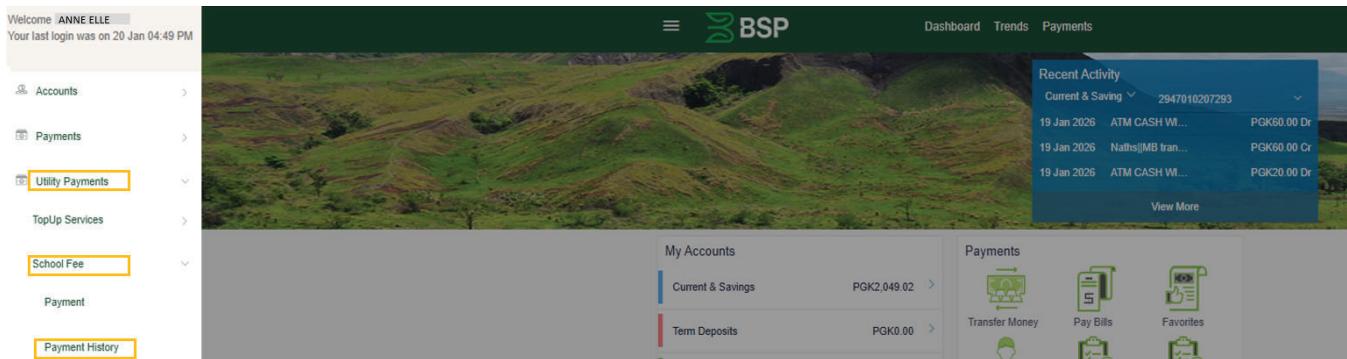
Open your internet browser to BSP Online Banking website. Enter username and password and click **Login**.



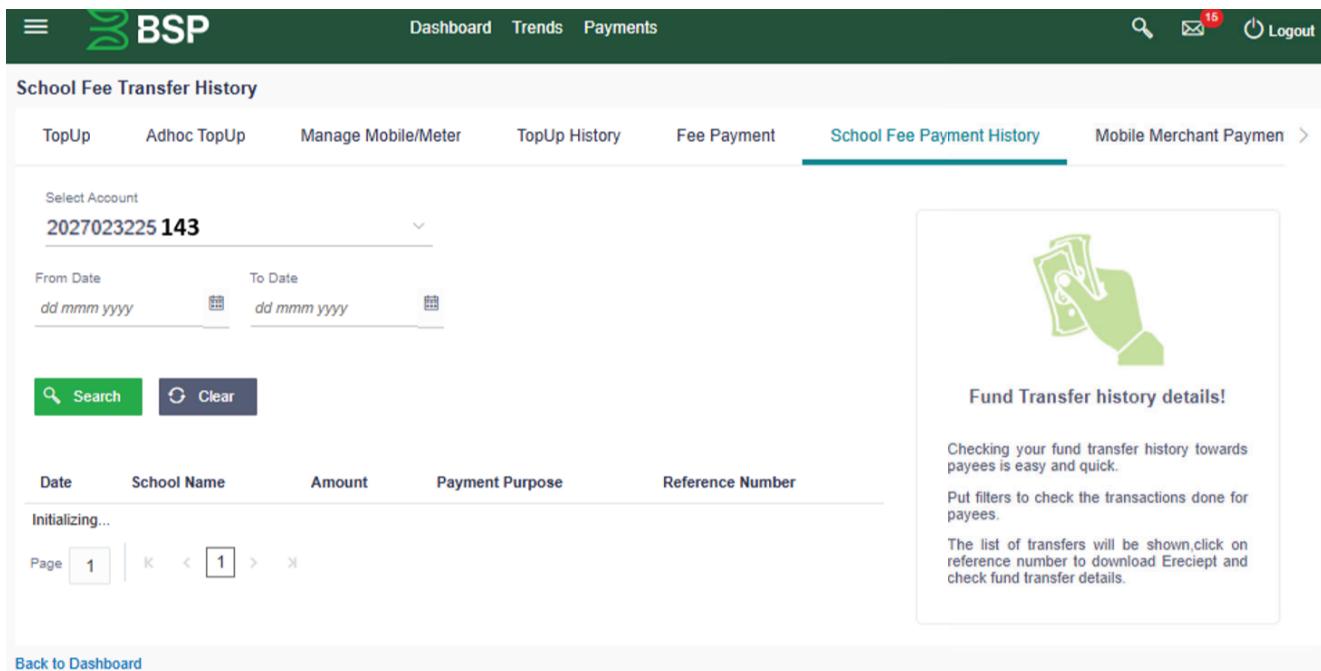
2. Your dashboard screen appears. Click on the **toggle menu** icon at the top left corner of the screen.



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.



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 dd mmm yyyy To Date dd mmm yyyy

Search Clear

Date	School Name	Amount	Payment Purpose	Reference Number
Initializing...				

Page 1 < 1 > >

Back to Dashboard

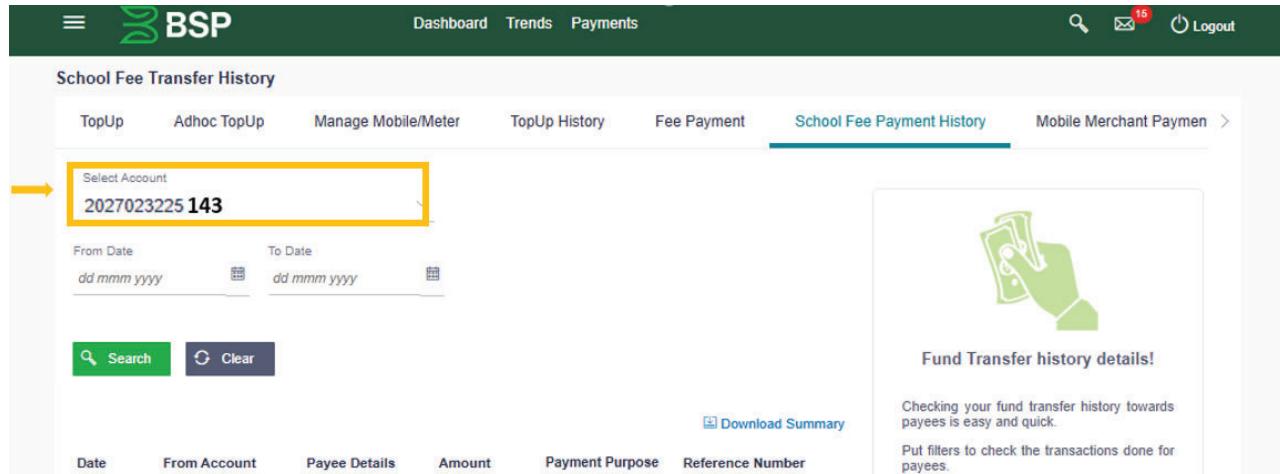
**Fund Transfer history details!**

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 Receipt and check fund transfer details.

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



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 dd mmm yyyy To Date dd mmm yyyy

Search Clear

Download Summary

Date	From Account	Payee Details	Amount	Payment Purpose	Reference Number
------	--------------	---------------	--------	-----------------	------------------

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

School Fee Transfer History

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 of 1

**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.

[Back to Dashboard](#)

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

Select Account: 2027023225 143

From Date: dd mmm yyyy To Date: dd mmm yyyy

**Search** **Clear**

**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

**Download Summary**

**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.

[Back to Dashboard](#)

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**