

### **B-point Instructions**

How to process a payment:

1. Click on the online payment option.
2. Enter your family ID or ED ID from the school invoice or statement.
3. Enter your family name.
4. Enter the description or invoice number for the payment.
5. Enter the amount of the payment.
6. Click on either the icon matching your card type either Mastercard or Visa.
7. Enter your credit card number.
8. Enter the credit card expiry date.
9. Enter the card verification number/CVV (ie the 3 digit code on the reverse of your card).
10. Click on the proceed button.
11. After 3-5 seconds your payment will be processed and the receipt information will be displayed.
12. Either click the print view or enter your email address and click send email to get a copy of your receipt.
13. You can now exit the payment page.