

Payment for Private Licensed School Fees

1. Go to <https://www.bpp.ob.pa.gov/Customer> and select “make a payment” under ‘To make a payment for any other Commonwealth of PA Service, Fee, or Program’.

PA.GOV PORTAL SERVICES CONTACT

Welcome to the Office of the Budget Payment Center!

To make a payment for an **Accounts Receivable Invoice (not related to a Loan)** you can:

- **Register an account** by providing your Customer Number, Invoice Number, Invoice Date, and Invoice Amount; **or**
- **Pay Without Sign In** by providing your Invoice Number, Invoice Date, and Invoice Amount; **or**
- Once Registered, **Login** and **click/hover over “Payments” (top right corner)** and **click on “Invoices” to view open invoices and make payment(s)**

To make a payment for a **Loan** you must:

- **Register an account** by providing your Borrower Number, Loan Number, Open Amount (Please enter \$1.00) and most recent Invoice Date (the first business day of the month of your most recent invoice); **or**
- Once Registered, **Login** and **click/hover over “Payments” (top right corner)** and **click on “Invoices” to view open invoices and make payment(s)**

To make a payment for **any other Commonwealth of PA Service, Fee or Program** you can:

- **Make a payment by** searching the list of agencies and agency programs and then providing your personal and payment information to initiate payment; **or**, if you can't find the program you want to make a payment to
- Contact the agency providing the service, collecting the fee or administering to the program to request the ability to make electronic payment via this site... Please refer your contact at the agency to the OB Payment Center at RA-OBACCTSRECEIVABLE@pa.gov.

PLEASE NOTE:

- **IN USE OF THE OFFICE OF BUDGET PAYMENT CENTER, CREDIT/DEBIT CARD TRANSACTIONS ARE SUBJECT TO A 2% TRANSACTION FEE.**
- **ACH/INTELLICHECK PAYMENTS ARE FREE!**

Windows taskbar: Type here to search, 75°F, 11:58 PM 3/25/2022

- 056-INITIAL NEW SCHOOL LICENSE
- 057-INITIAL NEW SCHOOL REGISTRATION
- 058-INITIAL SCHOOL LICENSE SEMINARS ONLY
- 059-INITIAL SCHOOL REGISTRATION SEMINARS ONLY
- 060-BIENNIAL SCHOOL LICENSURE RENEWAL
- 061-BIENNIAL SCHOOL REGISTRATION RENEWAL
- 062-ADMISSIONS REPRESENTATIVE LICENSE
- 063-NEW PROGRAM APPLICATION CERTIFICATE/DIPLOMA
- 064-NEW PROGRAM APPLICATION AST/ASB
- 065-DISTANCE EDUCATION PROGRAM APPLICATION
- 066-DIPLOMA PROGRAM ELEVATION TO AST/ASB
- 067-CHANGE OF OWNERSHIP
- 068-NEW SCHOOL APPLICANT ORIENTATION SEMINAR
- 069-SITE INSPECTION NEW SCHOOL
- 070-SITE INSPECTION CHANGE OF LOCATION
- 071-SITE INSPECTION EXPAND EXISTING
- 072-SITE INSPECTION REMOTE FACILITY
- 073-SITE INSPECTION BRANCH FACILITY
- 074-SITE INSPECTION BOARD DIRECTED
- 075-SITE INSPECTION BOARD DIRECTED TEAM
- 076-UNLICENSED ACTIVITY FINE
- 077-CIVIL PENALTY FINE
- 078-SUMMARY OFFENSE FINE
- 079-CERTIFICATE OF PRELIMINARY EDUCATION (CPE)
- 080-MISCELLANEOUS

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2. Enter the following information:

- a. Name (*name of the person processing the payment on behalf of the school*)
- b. Address (*address associated with the account the payment is being made from*)
- c. Email Address **MUST BE PROVIDED TO RECEIVE A RECEIPT**
- d. Agency (*Private Licensed Schools select 'Education'.*)
- e. Program ID (*this is the fee description, select from 056-080, see image on page 1*)
- f. Amount (*be sure to enter the correct amount to be paid*)
- g. Payment Reference (*school name and city*) **MUST BE PROVIDED**
- h. SAP Vendor # (*DO NOT ENTER - not required for Private Licensed School fees*)
- i. Select your preferred payment method.

CREDIT CARD TRANSACTIONS ARE SUBJECT TO A 2% TRANSACTION FEE.

ACH/Intelligence transactions are FREE!

- j. Click “Make Payment”

The screenshot shows a web browser window with the URL <https://www.bpp.ob.beta.pa.gov/Customer/PaymentForm>. The page header includes the PA.GOV logo and navigation links for PORTAL, SERVICES, and CONTACT. The main content area is titled "Make a Payment" and contains a form with the following fields:

- First Name* (text input)
- Last Name* (text input)
- Address* (text input)
- City* (text input)
- Country* (dropdown menu, currently showing UNITED STATES)
- State* (dropdown menu)
- Zip* (text input with placeholder "Enter Zip Code")
- Email (text input with placeholder "Enter Email Address" and a red note below it: "(Required to receive a receipt for payment)")
- Agency (dropdown menu)
- Program ID (dropdown menu)
- Amount (text input with placeholder "Enter Amount")
- Payment Reference (text input with placeholder "Enter Payment Reference")

The browser's taskbar at the bottom shows the Windows logo, a search bar, and various application icons. The system tray on the right indicates a temperature of 75°F and the date/time as 12:01 AM on 8/26/2022.

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3. If you choose to pay by credit card, on the following screen you will be required to enter the card number, CVV, and expiration date.

Receipts are emailed when an email address is provided.

Indicate that you are not a robot and click "Submit".

The screenshot shows a web browser window with the URL <https://www.bpp.ob.beta.pa.gov/Customer/PaymentForm>. The page title is "Charge". A green notification box at the top states: "2 % fee will be charged for using the portal." The form is divided into several sections:

- Agency:** Labor and Industry (dropdown menu).
- SAP Vendor Number:** Enter Vendor Number (text input), with a note "(Leave blank if unknown)".
- Total Amount:** 5 (text input).
- Charge Details:**
 - First Name: Harrison
 - Last Name: Brooks
 - Address: 555 Walnut Street
 - City: Harrisburg
 - Country: United States of America (dropdown)
 - State: Pennsylvania (dropdown)
 - Zip: 17101
 - Email: hbrooks@pa.gov
 - Phone: (empty text input)
- Payment Reference:**
 - SAP Vendor Number: (empty text input)
 - Program 1: T01-TEST FOR KAKALI
 - Amount 1: 5.00
 - Reference 1: BFM Test 1
 - Program 2: (empty text input)
 - Amount 2: (empty text input)
 - Reference 2: (empty text input)
 - Program 3: (empty text input)

The right sidebar contains navigation links: PORTAL, SERVICES, and CONTACT. Below the form, there is a "Payment Reference" section with three input fields labeled "Enter Payment Reference". The Windows taskbar at the bottom shows the search bar, taskbar icons, system tray with weather (82°F), and date/time (12:13 AM 8/26/2022).

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4. If you choose to pay by ACH, on the following screen you will be required to enter the information that does not auto-populate, including type of bank account, bank routing number, and bank account number.

Indicate whether you are using a business or personal account.

Indicate you are not a robot and click "Submit".

PA.GOV
(Required to receive a receipt for payment)

Agency
State Police

SAP Vendor Number
Enter Vendor Number
(Leave blank if unknown)

Total Amount
10

Charge

First Name: Harrison
Last Name: Brooks

Address: 555 Walnut Street
City: Harrisburg

Country: United States of America
State: Pennsylvania
Zip: 17101

Email: hbrooks@pa.gov
Phone:

SAP Vendor Number:
Program 1: 027-TEST REFUND OF EXPI

Amount 1: 10.00
Reference 1: BFM Test 2

Program 2:
Amount 2:
Reference 2:
Program 3:

PORTAL SERVICES CONTACT

Payment Reference
BFM Test 2
Enter Payment Reference
Enter Payment Reference

12:18 AM 8/26/2022

5. Upon successful payment via Card or ACH, users will be provided:

- Transaction ID
- Transaction Amount
- Transaction Date
- Receipts are emailed when an email address is provided during payment.