

BeeKeepers Fees and Tuition May Be Paid Online

Dear Parents and Guardians,

You now have the opportunity to pay all your BeeKeepers' tuition and fees online using a credit or debit card.

The district has expanded its options with PaySchoolsCentral to bring this service to you. By using the Dashboard, you can make secure school payments via the web. If you currently have a PaySchoolsCentral.com account that you use for lunch fees, you may disregard the following steps and may now use that account to pay all tuition and fees.

For NEW accounts - In order to take advantage of this service, you will need to create a parent account. This requires you to:

1. Go to www.payschoolscentral.com.
2. Click "Create Account" on the top menu bar.
3. Fill in the required information on the "Parent Account Sign-Up Page."
4. Choose Brecksville-Broadview Heights from the "School District" drop down menu.
5. Create a User ID and password.
6. Click the "Accept" box, and then click "Signup." An email will be sent to your email address that will contain a "verification code."

After you receive your "verification code" you may begin to add your child's information. To do this you will need to:

1. Go to www.payschoolscentral.com and log in using the User ID number and password you created.
2. Enter the "verification code" to verify your account and email address.
3. Begin adding your child's information according to the guidelines provided. You will need your child's Student ID number* to add a student.
4. After your student(s) is entered you will be able to make payments online and view your account activity.

To pay your BeeKeepers invoice:

1. Log onto www.payschoolscentral.com
2. go into your student's Dashboard
3. click the drop down arrow for fees
4. click on "Optional Fees"
5. click in the orange box that says Fees and Beekeepers is a drop down option
6. Enter the amount you wish to pay.
7. click on the shopping cart image and can add their information there

To pay your BeeKeepers invoice (Out of District Residents only):

1. on the home screen Click on "Guest Checkout"
2. Select the School District, then the school building
3. To select "BeeKeepers" from the drop down screen, click on the green cart
4. Enter the amount you would like to pay
5. Then fill out your child's Name and your name
6. Click add to cart
7. Once you are done checkout by clicking on the cart at the top left corner of the screen.

Note: There will be a per transaction convenience fee associated with each deposit.