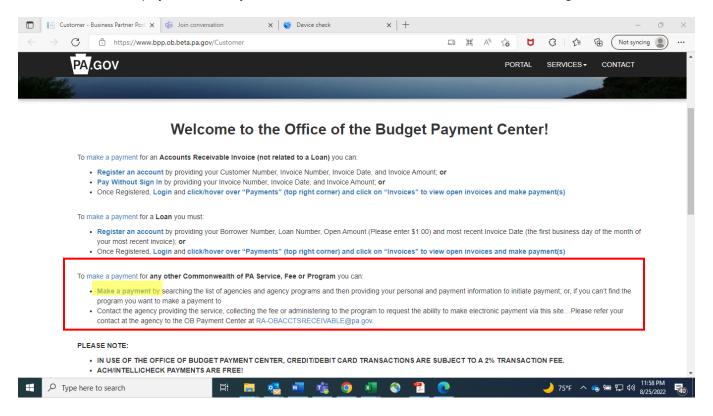
Go to https://www.bpp.ob.pa.gov/Customer and select "make a payment" under 'To make a payment for any other Commonwealth of PA Service, Fee, or Program'.



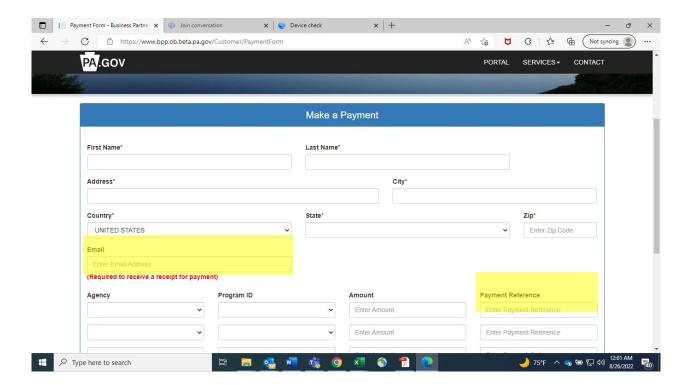
056-INITIAL NEW SCHOOL LICENSE 057-INITIAL NEW SCHOOL REGISTRATION 058-INITIAL SCHOOL LICENSE SEMINARS ONLY 059-INITIAL SCHOOL REGISTRATION SEMINARS ONLY 060-BIENNIAL SCHOOL LICENSURE RENEWAL 061-BIENNIAL SCHOOL REGISTRATION RENEWAL 062-ADMISSIONS REPRESENTATIVE LICENSE 063-NEW PROGRAM APPLICATION CERTIFICATE/DIPLOMA 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

- 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/Intellicheck transactions are FREE!

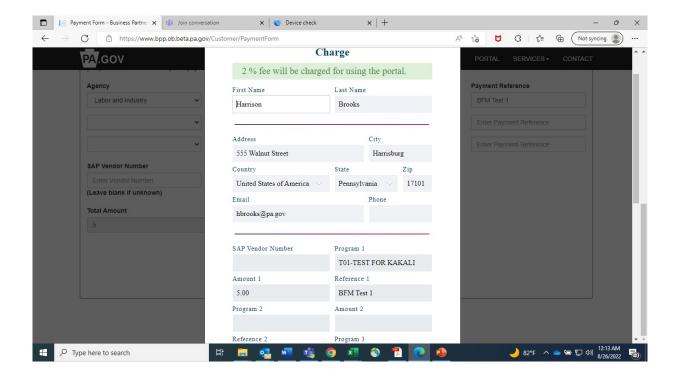
j. Click "Make Payment"



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.

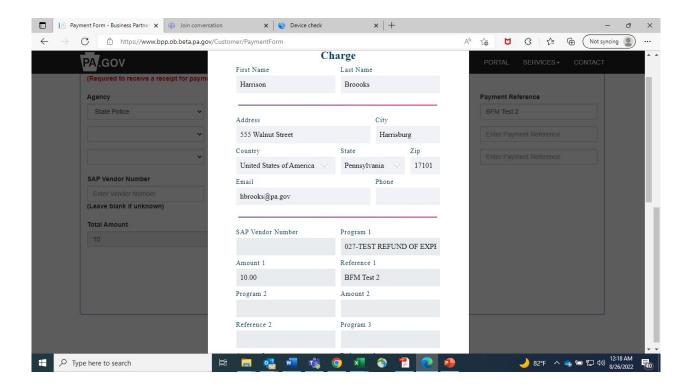
Indicate that you are not a robot and click "Submit".



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".



- 5. Upon successful payment via Card or ACH, users will be provided:
 - a. Transaction ID
 - b. Transaction Amount
 - c. Transaction Date
 - d. Receipts are emailed when an email address is provided during payment.