



Instructions: Paying Adult Education Classes Online

Go to website <https://www.e-billexpress.com/ebpp/BPSAdultEd/>

Type in the student last name followed by a space and the month/year of birth.

Example: Smith 05/2001

Retype this same information exactly in the second field.

If the fields match, the website will take you to the following home page:

Home

The screenshot shows a payment form with the following fields and callouts:

- 1**: Student Name
- 2**: Phone (with a 'Mobile' dropdown menu)
- 3**: Email
- 4**: Payment Amount (with a '\$' symbol)
- 5**: Payment Code (with a dropdown menu and a blue pencil icon)
- 6**: Payment Method (with a dropdown menu and a link 'Add A Payment Method')
- 7**: Location

Additional fields include 'Pay Date' (3/04/2020) and a green 'Continue to Payment' button.

Directions for each field:

1. Enter the student's **first and last name**.
2. Enter the phone number to contact the person paying and select the type of number it is; either mobile (for cell phones) or telephone (for landlines)
3. Enter the email address where you want the receipt of payment to go. It can be the email address of the student or the person paying, if different.
4. Enter the amount you are paying today. This is the amount that will be processed on your card.
5. Select the payment code using the small arrow in the field to show the drop down menu and click the appropriate option to indicate what class you are paying. Adding a comment by clicking the blue pencil icon is optional. 

Example: if you are paying for a GED class, you would select "1-Tuition/GED/ESOL". If you are paying for an Excel class, you would select "4-Lifelong Learning Class."

- Tuition/GED/ESOL = \$31.50
 - Lifelong Learning = please call Adult Ed office for amount
 - Automotive = please call Adult Ed office for amount
6. Click on the blue link labeled "[Add A Payment Method](#)" just above the field. This brings up the screen to enter your card information and the information on the person paying. The person paying can be different from the student attending class. When the payment method screen is completed, click the "Agree and Add Account" check box and the green **Add** button. This will save the payment card info and navigate you back to the home screen.
 7. Enter the place where the student is attending the class.

Choices to enter: Cocoa, Palm Bay, Melbourne, or Titusville

Once all fields are filled in, click the green button "**Continue to Payment**." This will take you to another screen to review your information, make any changes if necessary, and confirm the transaction.