

Payment for Division of Higher Education, Access, and Equity 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’.

The screenshot shows a web browser window with the URL <https://www.bpp.ob.pa.gov/Customer>. The page has a dark header with the PA.GOV logo and navigation links for PORTAL, SERVICES, and CONTACT. The main content area is titled "Welcome to the Office of the Budget Payment Center!". Below the title, there are instructions on how to make payments for different types of invoices and loans. The instructions are organized into three sections: "To make a payment for an Accounts Receivable Invoice (not related to a Loan) you can:", "To make a payment for a Loan you must:", and "To make a payment for any other Commonwealth of PA Service, Fee or Program you can:". Each section contains a list of steps. At the bottom, there is a "PLEASE NOTE:" section with two bullet points. The browser's taskbar is visible at the bottom, showing various application icons and the system clock.

Customer - Business Partner Port x Join conversation x Device check x +

<https://www.bpp.ob.pa.gov/Customer>

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!**

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|--|
| 034-(SARA)NEW MEMBER APP. TUIT REV \$0-9999 (FEE=\$1000) |
| 035-(SARA)NEW MEMBER APP. TUIT REV \$10K-5M (FEE=\$2000) |
| 036-(SARA)NEW MEMBER APP. TUIT REV \$5M-20M (FEE=\$3000) |
| 037-(SARA)NEW MEMBER APP. TUIT REV \$20M-40M(FEE=\$5000) |
| 038-(SARA)NEW MEMBER APP. TUIT REV >\$40M (FEE=\$7000) |
| 039-(SARA)MEMBER RENEWAL APP FEE \$0-9999 (FEE=\$1000) |
| 040-(SARA)MEMBER RENEWAL APP FEE \$10K-5M (FEE=\$2000) |
| 041-(SARA)MEMBER RENEWAL APP FEE \$5M-20M (FEE=\$3000) |
| 042-(SARA)MEMBER RENEWAL APP FEE \$20M-40M (FEE=\$5000) |
| 043-(SARA)MEMBER RENEWAL APP FEE >\$40M (FEE=\$7000) |
| 044-APP FOR CERT OF AUTH FOR NEW DEGREE-GRANTING INST. |
| 045-APP FOR CERT OF AUTH FOR CHANGE PRIVATE TO COLLEGE |
| 046-APP FOR APPRVL TO OFFER NEW DEGREE-GRANTING PRGM |
| 047-APP FOR CHANGES EXSTING APPROVED DEGREE-GRANT PRGM |
| 048-APP TO CHANGE STAT FROM COLLEGE/SEMINARY TO UNIV |
| 049-APP CERT OF AUTH AN EDUCATION ENTRPRSE OFFER CREDIT |
| 050-APP FOR EDUCATION ENTERPRISE PROGRAM APPLICATION |
| 051-APP FOR RENEWAL OF EDUCATION ENTERPRISE STATUS |
| 052-REG OF OUT-OF-STATE DISTANCEEDUCATION (NOT SARA) |
| 053-APP FOR APPRVAL USE COLLEGE/UNIVERSITY/SEMINARY |

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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 (*select '**Education**'.*)
- e. Program ID (*this is the fee description, select from 034-053, 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*)
- 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”

PA.GOV

PORTAL SERVICES CONTACT

Make a Payment

First Name* Last Name*

Address* City*

Country* State* Zip*

UNITED STATES

Enter Zip Code

Email

Enter Email Address

(Required to receive a receipt for payment)

Agency Program ID Amount Payment Reference

Enter Amount Enter Payment Reference

Enter Amount Enter Payment Reference

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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”.

PA.GOV

Agency: Labor and Industry

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

Total Amount: 5

Charge

2 % fee will be charged for using the portal.

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: T01-TEST FOR KAKALI

Amount 1: 5.00, Reference 1: BFM Test 1

Program 2: , Amount 2:

Reference 2: , Program 3:

Payment Reference: BFM Test 1, Enter Payment Reference, Enter Payment Reference

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 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”.

The screenshot shows a web browser window with the URL <https://www.bpp.ob.beta.pa.gov/Customer/PaymentForm>. The page is titled "Charge" and features a dark header with "PA.GOV" and a navigation menu with "PORTAL", "SERVICES", and "CONTACT". A red note at the top left states "(Required to receive a receipt for payment)". The form is divided into several sections:

- Agency:** A dropdown menu with "State Police" selected.
- SAP Vendor Number:** A text input field with the placeholder "Enter Vendor Number" and a note "(Leave blank if unknown)".
- Total Amount:** A text input field with the value "10".
- Charge Information:**
 - 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 field)
- Payment Details:**
 - SAP Vendor Number:** (empty field)
 - Program 1:** 027-TEST REFUND OF EXPI
 - Amount 1:** 10.00
 - Reference 1:** BFM Test 2
 - Program 2:** (empty field)
 - Amount 2:** (empty field)
 - Reference 2:** (empty field)
 - Program 3:** (empty field)
- Payment Reference:** A section with a dropdown menu showing "BFM Test 2" and two "Enter Payment Reference" buttons.

The Windows taskbar at the bottom shows the date and time as 12:18 AM on 8/26/2022, along with system icons for weather (82°F), network, and volume.

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.