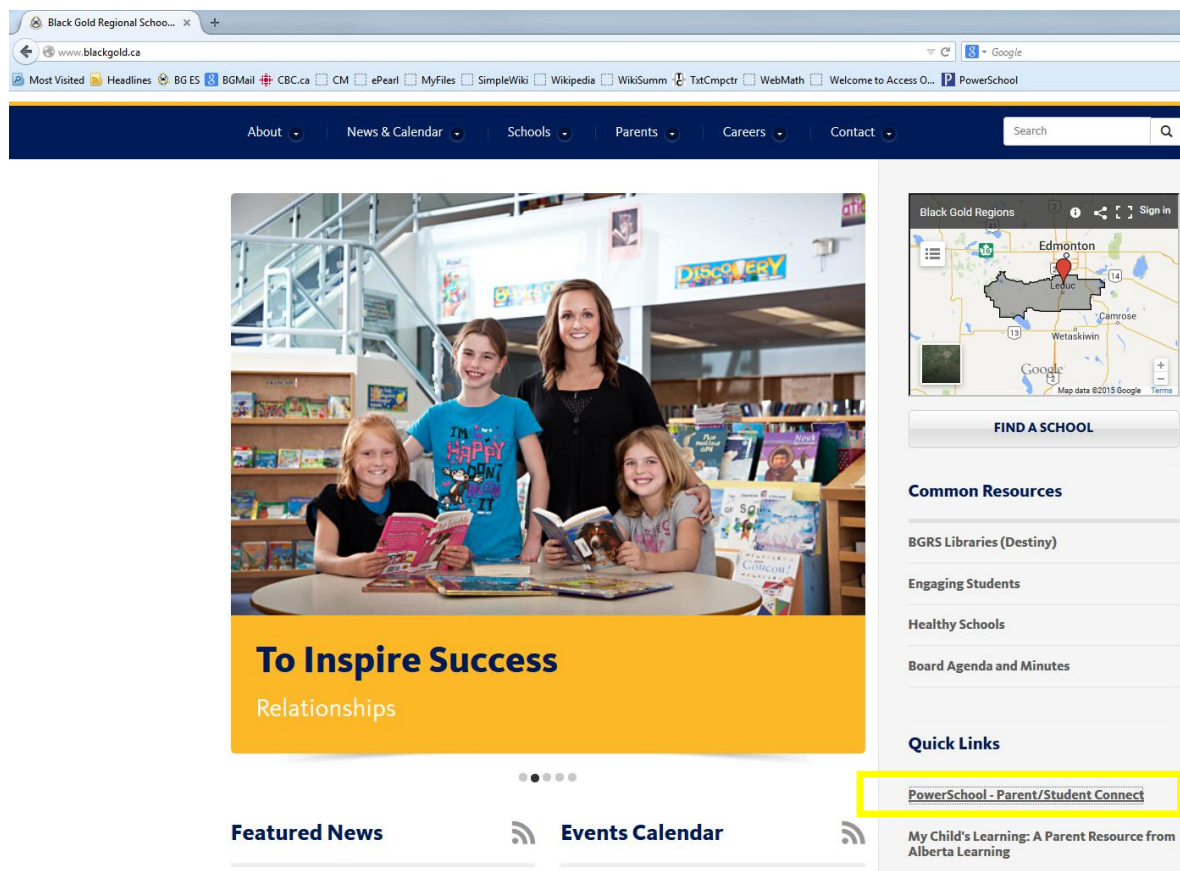


Rycor Online Payment Parent User Guide

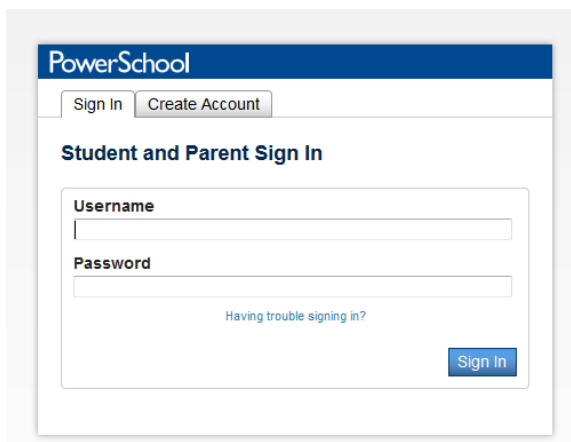
All school and transportation fees can now be paid online! Parents can access the Rycor Online Payment website through the PowerSchool Parent portal.

Login into PowerSchool

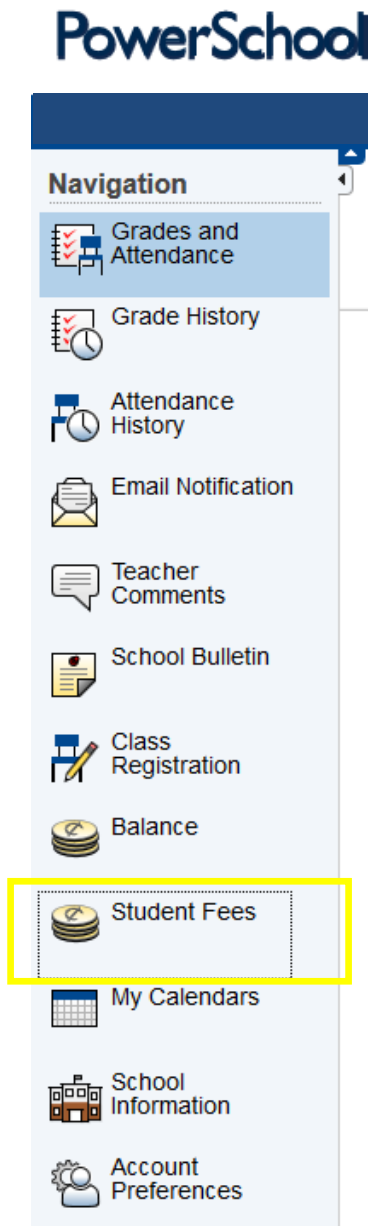
1. Visit the Black Gold Regional Schools website at www.blackgold.ca
2. On the right hand side of the page, under Quick Links, click on "PowerSchool – Parent/Student Connect"



3. Log in to the PowerSchool Parent Portal



4. Click on the link “Student Fees” in the sidebar navigation menu



5. This will open the Rycor Online Payment website.



Child's Name



Grade: 3

If you have several children there will be a Summary tab and then a tab for each of your children. Please be sure to click on each of your children's names to fill out the forms for that child.

[Due Now](#) [Future Charges](#) [Paid](#)

There are currently no fees due on your account.

Forms & Optional Fees



**Transportation Application
- Ineligible Students**
2017/2018



**Replacement Bus Pass
Fee**
2017/2018



Black Gold Regional Schools

[Return](#)

Total Amount

\$250.00

Payment Options

If you are unable to make a full payment at this time, you can make a partial payment.

[Partial Payment](#)

Payment Method

☒ Credit Card



☐ INTERAC® Online



Pay by Credit Card

Cardholder Name

Credit Card Number

Expiration Date

 /

CVD (# on back of card)

Payment Amount: **\$250.00 CDN**

[Cancel](#)

[Submit Payment](#)

Black Gold Regional Schools Transportation

Additional Items In Cart

Transportation Application - Ineligible Students

Transportation Fee \$250.00 \$250.00

Total: \$250.00 \$250.00

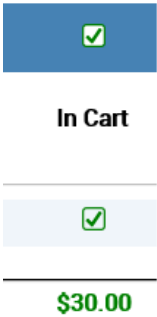
Instructions to Submit a Form

1



Please click on the **Add to Cart Button** at the bottom of the form to add the form to your cart.

2



If there are any outstanding school fees you can choose to pay them the same time you submit the form. However, if you do not wish to pay the outstanding fees when submitting the form, please uncheck any fees you will not be paying at this time.

3



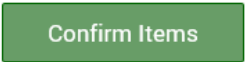
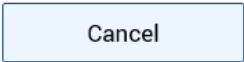
Next click on the cart at the top right hand of the screen.



4

Confirm Items

Please confirm you would like to submit your completed forms. No payment is required.



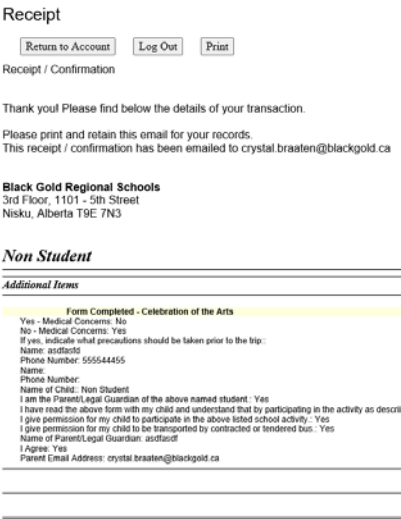
If no fees are owing, click confirm items.

5



If fees are owing, fill out the **Payment Method** information and click **Submit Payment**.

6



Once you see the receipt page you know the form has successfully been completed. You will receive a confirmation email as well.