



BDC Parent Portal

Instructions

1. **LOG INTO THE PARENT PORTAL**

(If you have not logged into the Parent Portal before, you will have to create a NEW ACCOUNT, which is done on the SIGN-IN page.)

2. Once you are in your account, click the icon that says: **ENROLL IN AUTOPAY.**

3. Instructions to **ADD A BANK ACCOUNT/CREDIT CARD** are on this page.

4. Make sure you **AGREE TO THE TERMS AND CONDITIONS** at the bottom of the page.

5. Once you have added your payment information, your screen will show the payment method selected (eg. Last 4 digits of your credit/debit card or checking account). The page will also say: **YOU ARE CURRENTLY ENROLLED IN AUTOPAY**

RETURNING STUDENTS

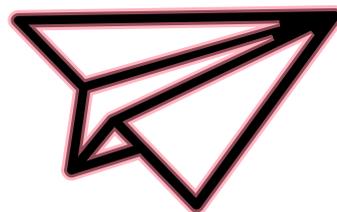
Please log into your parent portal & be sure your account is up to date!

NEW STUDENTS



You will receive an email with a link to your parent portal & temporary password. Then follow steps 1 – 5.

Please let us know if you have any questions,



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