



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 (e.g. Last 4 digits of your credit/debit card or checking account number). The page will also say:

YOU ARE CURRENTLY ENROLLED IN AUTOPAY

RETURNING STUDENTS:

Please log into your parent portal and 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,

Miss Jill

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