



BPOINT Payment Guide:

B P O I N T[®]

Receivables Solution

To pay an invoice or a statement through BPOINT, please follow the instructions below:

1. Open the invoice or statement sent via email
2. Scroll down to the BPoint payment box in the bottom left-hand corner and select the link;

VISA  **MasterCard**

BPOINT
Bill Payment

Online Card Payment

CRN: 5534000000000

Online Card Payment **Invoice No: 00000**

This invoice can be paid by card via BPOINT

<https://www.bpoint.com.au/payments/dete>

3. If you are paying an invoice, the invoice number details will prepopulate in the BPOINT In the Invoice Number section. Otherwise, please refer to the second column on your statement and select one invoice number.
4. In the Amount (AUD) box, please enter the total amount owing on either the invoice or the statement;
5. Select either Mastercard or Visa and enter your card details;
6. Submit payment

Once you have submitted payment, you have the ability to send yourself a copy of the receipt for your own records.

If you have any further questions, please contact the office on 3823 9140 and select option 2 or contact info@capalabasc.eq.edu.au for further instructions.