



## HOW TO PAY YOUR BSA INVOICE

The BSA uses PayPal as our payment processing system. Through that system we are able to accept both credit and debit card payments, as well as PayPal payment. You do not need to have a PayPal account in order to make your payment. If you are having trouble making your payment, this overview can help you in the process. If you have additional questions, contact the BSA Managing Director at [office@bsasports.org](mailto:office@bsasports.org)

### PAYING AT THE TIME OF REGISTRATION:

1. When you complete your registration for your sport, you will see a screen that looks like this:

U10 Coed Fall Soccer 2021 [➔](#)

[Add to my calendar](#)

**Review and confirm**

Event U10 Coed Fall Soccer 2021  
12 September 2021 10:30 - 21 November 2021 12:00  
Location: Centre Sportif de la Forêt de Soignes

Registration type Regular Registration – €150.00

Total amount **€150.00 (EUR)**

Payment instructions  
You can pay via PayPal, debit or credit card by selecting the VIEW INVOICE ONLINE link below.  
Please accept our apologies that we are not accepting payments via bank transfer at this time.  
If you are having any problems paying online please contact us at [office@bsasport.org](mailto:office@bsasport.org).

[Cancel](#)

[Back](#)

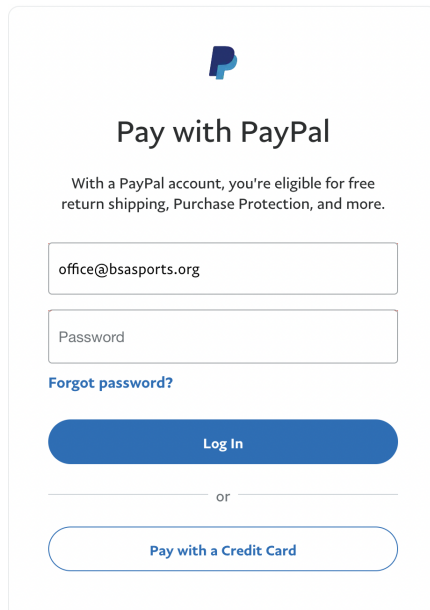
[Invoice me](#)

[Pay online](#)

2. You can then click “Invoice Me” if you would like to make your payment later or if you want to wait because you’re also planning to register another player. If you’re ready to pay now, you can click “Pay Online.” If you’ve chosen “Invoice Me” scroll down to the next section of this document for instructions.

3. If you've chosen "Pay Online" you will be taken to the PayPal portal. You will see a screen that looks like one of the two below (A or B). Unfortunately, this can be confusing because you don't know which screen you will get.

A



Pay with PayPal

With a PayPal account, you're eligible for free return shipping, Purchase Protection, and more.

office@bsasports.org

Password

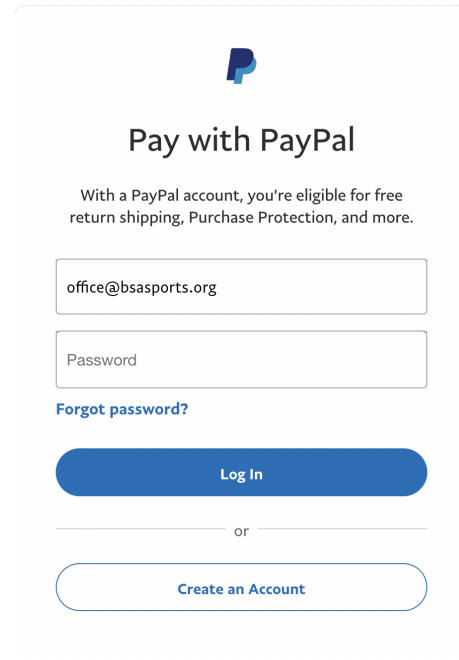
[Forgot password?](#)

Log In

or

[Pay with a Credit Card](#)

B



Pay with PayPal

With a PayPal account, you're eligible for free return shipping, Purchase Protection, and more.

office@bsasports.org

Password

[Forgot password?](#)

Log In

or

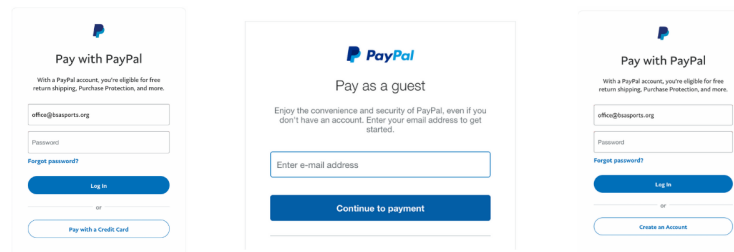
[Create an Account](#)

4. If you see Screen A, simply click "Pay with a Credit Card" and go to the next screen and pay. If you see Screen B, go ahead and click "Create an Account." Don't worry - you won't actually have to create an account. You will be given the option to save your email address and create a PayPal account, but you can just choose the option not to save your date.
5. You're all set! Thank you for registering for your BSA sport.

### **PAYING AT A LATER DATE:**

1. Login to your BSA account and then click on your name in the top right hand corner of the screen.
2. On your membership page, click "Invoices and Payments."

3. On the Invoices and Payments page, choose the invoice you would like to pay. You can then click “Pay Online.” You can also choose “Pay Online” from the top of the invoices page.
4. You will then be taken to the PayPal portal. It can be a bit confusing because you might see a screen that asks you to login to PayPal. You may see screens that look like any of the ones below. If you do not have a PayPal account or you do not wish to create one - do not worry. You can click, “Continue to Payment,” “Pay with a Credit Card,” or “Create an Account.” Even if there is a space for your email address - you do not need to actually put in your email address. All of those options will take you to the payment screen without requiring you to actually create an account.



5. Once in the payment screen, you can enter your credit card information. You will be given the option to create a PayPal account. If you don't want to, simply choose the option to continue without creating an account. Please note, when you have more than one registration (e.g. more than one invoice), it should show your total for both. If it doesn't, you can repeat these same steps for the other registration.