

Online School Payments – Parent Instructions

To purchase activities from your School District’s Online School Payments (OSP) site:

1. Navigate to the Online School Payments website from any Web browser. (Be sure to bookmark this page!)

Please navigate to your districts website which is:

<http://osp.osmsinc.com/cms>

2. Locate your school from the categories on the left side of the page.

3. Select any activities you wish to purchase by clicking on the Activity Name.

| Activity No. | Activity Name | Teacher / Sponsor | Grade Level | Course / Class | Activity Date | Price |
|--------------|--|-------------------|-------------|----------------|---------------|----------|
| ZZ101-27 | Testing Supplies Required testing supplies for AP study materials | Watkins,Tony | All | NA | NA | \$10.00 |
| ZZ101-308 | Hopkins - Field Trip To NY - 2014 10th Grade Field Trip to New York City, sponsored by Mr. Hopkins. 10/1/14 - 10/3/14. No refunds. | Anthony,Hopkins | All | NA | 10/1/2014 | \$350.00 |
| ZZ101-335 | Laptop Fees 2014-2015 No refunds. | Grant,Cary | N/A | NA | NA | \$25.00 |
| ZZ101-337 | Pacino - Trip to NYC Graduation | al,pachino | N/A | Field Trip | 6/15/2014 | \$50.00 |

Online School Payments – Parent Instructions (continued)

4. Click Add to Cart to add this activity to your shopping cart.

| | | | | | | |
|------|---------|----------------|--------------|------------------|--------|-----------|
| HOME | SIGN IN | PAY OBLIGATION | YOUR ACCOUNT | CUSTOMER SERVICE | SEARCH | VIEW CART |
|------|---------|----------------|--------------|------------------|--------|-----------|

Home :: HIGH SCHOOL :: West Beverly Hills HS

Site Menu

- HOME
- LOG OUT

School Courses

- ELEMENTARY SCHOOL
 - Springfield Elementary
 - Jefferson Elementary
 - South Park Elementary (4)

Laptop Fees 2014-2015

Activity No: ZZ101-335

Sponsor/Teacher Grant,Cary
Grade Level N/A

Your Price **\$25.00**

Qty

Add To Cart

Print This Page

5. Here you may Continue shopping to add additional activities (return to step 3) or press the Checkout button to complete the payment.
6. You will now be asked to login if a returning user or create an account if you are a new user.

| | | | | | | |
|------|---------|----------------|--------------|------------------|--------|-----------|
| HOME | SIGN IN | PAY OBLIGATION | YOUR ACCOUNT | CUSTOMER SERVICE | SEARCH | VIEW CART |
|------|---------|----------------|--------------|------------------|--------|-----------|

Home :: Sign In

Sign In

Current Users

Username:

Password:

Login

[Forgot Your Password? Click Here.](#)

New Users

Username:

Email:

First Name:

Last Name:

Password must be at least 8 characters long.

Password:

Confirm Password:

Password Hint:

Password Answer:

Create New

7. Next you will be asked to assign a student to each activity in your cart.

Online School Payments – Parent Instructions (continued)

HOME
SIGN OUT
PAY OBLIGATION
YOUR ACCOUNT
CUSTOMER SERVICE
SEARCH

VIEW CART

Step 1 of 4 - Assign Student Profile to Activity

If you have already added your student profile. Please select it from the drop down next to each item purchased.

1 Item in Cart

Add Student Profile

New users must add the student profile here, otherwise select student profile below.

| Activity Name | Price | Select Student Profile | Assigned Student Profile | Total | |
|---|---------|------------------------------|--------------------------|---------|--------|
| ZZ101-335 Laptop Fees 2014-2015 | \$25.00 | - Select Student Profile - ▾ | ✔ | \$25.00 | Delete |

Sub Total: \$25.00

Next

8. If your student has already been added to the system, select their name from the Select Student Profile list box. Otherwise, click on the Add Student Profile button to add a new student, enter their information and press the Save Changes button.
9. Next enter your address that will match the billing information you intend to use for payment and press the Next button to proceed.

Please enter your credit card billing address information. The name and address below must match those used by your credit card company exactly or the transaction will not be approved or processed.

Address Book

Bill To:

Country:

First, MI:

Last:

Address:

City:

State, Zip: (e.g) xxxxx (or) xxxxxxxx

Phone: (e.g) xxxxxxxxx

WARNING - The zip code entered must be the same that is on your credit card statement. Failure to enter the correct zip code will cause your credit card transaction to be declined.

Previous

Next

10. Enter your card information and click the Review Order button.

Online School Payments – Parent Instructions (continued)

| | | | | | |
|-----------|----------|----------------|--------------|------------------|--------|
| HOME | SIGN OUT | PAY OBLIGATION | YOUR ACCOUNT | CUSTOMER SERVICE | SEARCH |
| VIEW CART | | | | | |

Step 3 of 4 - Payment

Payment:

Credit Card

Card Type:

Card Number:

Exp. Date: /

Security Code: [What's this?](#)

Name On Card:

11. Review your order and click the Place Order button to submit your order.

| | | | | | |
|-----------|----------|----------------|--------------|------------------|--------|
| HOME | SIGN OUT | PAY OBLIGATION | YOUR ACCOUNT | CUSTOMER SERVICE | SEARCH |
| VIEW CART | | | | | |

Step 4 of 4 - Review Order

Sold To:
 Brad Pitt
 123 Fake Street
 Anywhere, VA 20165
 United States

| Activity No | Activity Name | Assigned Student Profile | Price | Quantity | Line Total |
|-------------|---|-----------------------------------|---------|----------|------------|
| ZZ101-335 | Laptop Fees 2014-2015 West Beverly Hills HS | Jolie-Pitt ,Zahara 00000000002 | \$25.00 | 1 | \$25.00 |

| | | |
|--|---------------|----------------|
| | SubTotal: | \$25.00 |
| | Tax: | \$0.00 |
| | Shipping: | \$0.00 |
| | Handling Fee: | \$1.35 |
| | | \$26.35 |

By selecting this box the user agrees to the [Terms and Conditions](#) as outlined by Online School Management Systems Inc. Credit Card and bank transactions appear as **ONLINE SCHOOL PAYMENT, VA 20152** on your billing statement. **Please direct all billing disputes to your school's bookkeeper.**

12. Once the transaction is complete, OSP displays a Thank You message with the Order Number for the transaction.

A receipt is also sent to your email address and is always stored in your OSP account under the Your Account tab.

Online School Payments – Parent Instructions (continued)

| | | | | | |
|---------------------------|--------------------------|--------------------------------|------------------------------|----------------------------------|------------------------|
| HOME | SIGN OUT | PAY OBLIGATION | YOUR ACCOUNT | CUSTOMER SERVICE | SEARCH |
| VIEW CART | | | | | |

Thank You!

Order 1217

Sold To:
Brad Pitt
123 Fake Street
Anywhere, VA 20165
United States

| Activity No | Activity Name | Assigned Student Profile | Price | Quantity | Line Total |
|-------------|-----------------------|-----------------------------------|---------|----------|------------|
| ZZ101-335 | Laptop Fees 2014-2015 | Jolie-Pitt ,Zahara 00000000002 | \$25.00 | 1 | \$25.00 |

| | |
|---------------|----------------|
| SubTotal: | \$25.00 |
| Tax: | \$0.00 |
| Shipping: | \$0.00 |
| Handling Fee: | \$1.35 |
| | <hr/> |
| | \$26.35 |