Parent Instructions

OSP
Online School Payment

This document contains the instructions on how to make a payment and how to review transaction history for Online School Payments through the parent store.

Login

1. Navigate to the Online School Payments website from any web browser.
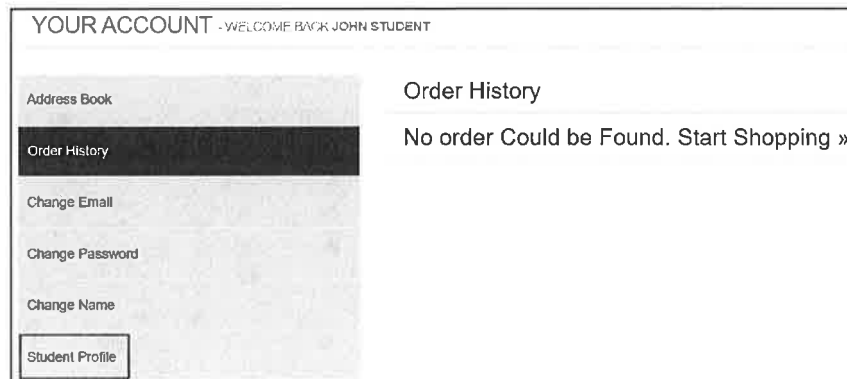   *The web address is custom to your school district.*

2. Select the My Account Icon on the top right of the screen.
3. If you are a new user you will need to create a new account in order to continue. If you are a returning user, log in to your account.
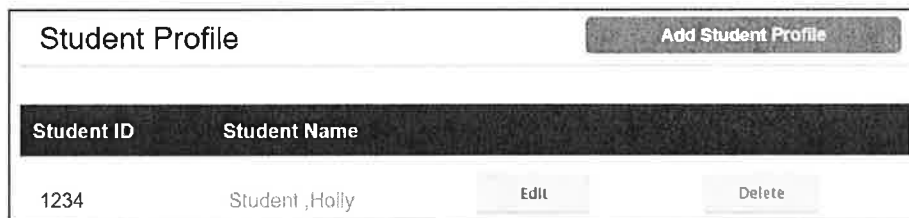
Add Student(s)

1. To add student(s) to your account, select **Student Profile** from the list on the left then **Add Student Profile**.

2. Input the following information:
   a. First Name
   b. Middle Name - Optional
   c. Last Name
   d. Student ID
3. Click **Save** and repeat if necessary.

How to Make a Payment Online

1. After logging in, hover over one of the tabs and click on the school name from the drop down.

Example of Schools in the drop down

Questions? Contact the Support Team at support@osmsinc.com.

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2. This brings you to the school store and shows all items currently available for purchase.

Select	Image	Activity No.	Activity Name	Teacher/Sponsor	Grade	Course/Class	Act. Date	Price
		ZY986-25	Agenda Planner 2019-2020 Agenda	Baker,Zack	N/A	NA	NA	$10.00
		ZY986-VAR1	Bake Sale Fundraiser Bake Sale- Cookies	Baker,Zack	N/A	NA	NA	$0.00

SOUTH PARK ELEMENTARY
Select Activity

3. Click on the Name of an item and change quantity if needed.

AGENDA PLANNER SKU ZY986 25

Agenda Planner
Qty 1   Price : $10.00

Add to Cart

Example of a regular priced item

*Note: If the item has a $0.00 price, enter a Description and the Amount in the fields

BAKE SALE FUNDRAISER SKU ZY986-VAR1

Bake Sale Fundraiser
Description:
2 Bags of cookies

Qty 1   Price : $ 10.00

Add to Cart

Example of a variable priced item

4. Click **Add to Cart**.
   a. Repeat above steps for adding additional items to the cart for the same school.
5. Once ready, click **Checkout** in the shopping cart.

SHOPPING CART 2

BAKE SALE FUNDRAISER ZY986-VAR1   X
Qty 1   Price : $10.00

AGENDA PLANNER ZY986-25   X
Qty 1   Price : $10.00

Continue Shopping

Sub Total	$20.00
Service Fee	$1.15
Tax:	$0.00
Total:	$21.15

Make any changes to the products in your cart?
Click Update to refresh your total

Update   Checkout

6. Follow Steps 1 Through 4 of the checkout process.
    a. Step 1 - Assign Student Profile, click **Next**.
    b. Step 2 - Billing Address: Enter Billing Information then click **Next**.
    c. Step 3 - Order Review: Enter any notes, Agree to Payment Terms, and Click **Next**
    d. Step 4 - Payment, Enter in credit card information and click **Place Order**
7. The system will process the payment and generate a receipt for you

THANK YOU!
Order 1112999-100001947

How to Review Transaction History

1. Select the My Account Icon on the top right of the screen.
2. This will bring you to your Order History and you can view details of any order that has been made.

Order History				
61 Orders Found				
1112999-100001947	$21.15	4/15/2020 3:24:30 PM	Copy to cart	View Details
1112999-100001917	$177.15	4/8/2020 9:20:22 AM	Copy to cart	View Details
1112999-100001896	$109.55	4/1/2020 1:23:37 PM	Copy to cart	View Details