



Generic Parent Purchase Instructions for School Activities

1. Navigate to the **Online School Payments website** from any web browser
<http://osp.osmsinc.com/INSERTNAMEHERE>
2. Select your **school name** from **School sidebar** on the left side of the page. You may need to select the **Category Name** (that is Elementary Schools, Middle Schools, High Schools etc.) to display the school names.

A screenshot of the Online School Payments website interface. The header includes the Sunset County Public Schools logo and the text "Sunset County Public Schools Online School Payments" on the left, and "Online School Payments Solutions for K-12" on the right. Below the header is a navigation bar with links: HOME, SIGN OUT, PAY OBLIGATION, YOUR ACCOUNT, CUSTOMER SERVICE, SEARCH, and VIEW CART. On the left side, there is a "Schools" sidebar with a list of categories: ELEMENTARY SCHOOL, MIDDLE SCHOOL, SECONDARY SCHOOL, HIGH SCHOOL, and ADMINISTRATIVE SCHOOL. To the right of the sidebar is a main content area with a welcome message: "Welcome to the Sunset County Public Schools Online School Payments (OSP) portal. This service is provided to Sunset County School parents to facilitate payment for school fees for a variety of products and services." An arrow points from the "ELEMENTARY SCHOOL" category in the sidebar to the word "products" in the welcome message.

Home :: HIGH SCHOOL

Schools

- ELEMENTARY SCHOOL
- MIDDLE SCHOOL
- SECONDARY SCHOOL
- HIGH SCHOOL
 - West Beverly Hills HS
 - Sunnydale High School
 - Harbor High **West Beverly Hills HS**
 - James Woods High School
 - Bel-Air Prep
 - Monroe High School
 - James Buchanan High School
- ADMINISTRATIVE SCHOOL

HIGH SCHOOL



Please select a High School from t

3. Select any Activities (sale items) you wish to purchase by selecting the Activity Name.

Home :: HIGH SCHOOL :: West Beverly Hills HS

Schools

- ELEMENTARY SCHOOL
- MIDDLE SCHOOL
- SECONDARY SCHOOL
- HIGH SCHOOL
 - West Beverly Hills HS**
 - Sunnydale High School
 - Harbor High School
 - James Woods High School
 - Bel-Air Prep
 - Monroe High School
 - James Buchanan High School
- ADMINISTRATIVE SCHOOL

West Beverly Hills HS

A 4% + \$.35 fee will be added to the purchase price of a school purchase as a site service fee.

This fee is not collected by SPCS, but is a processing fee of the company hosting the site.

This is some extra text to show the class.

Activity No.	Activity Name	Teacher /	Level	Course /	Activity	Price
				Class	Date	
22101-345	Baseball T-Shirt Our newest shirt.	Pacino,Al	N/A	NA	NA	\$15.00
22101-348	Agenda Fee 2014-2015 Agendas for the current school year.	Grant,Cary	N/A	NA	NA	\$15.00
22101-387	Gym Uniforms You will need these for Gym Class	Pacino,Al	All	NA	NA	\$10.00
22101-378	A Charlie Brown Christmas The drama club presents A Charlie Brown Christmas open to the general public.	Eastwood,Clint	N/A	NA	NA	\$20.00
22101-339	Driver's Ed Session 1-a 2014 Must complete forms etc. Payments due by 7/1.	Pacino,Al	N/A	NA	7/8/2013	\$45.00

4. This will take you to the **Item page**. Select the **Add to Cart** button to add this item your **Shopping 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)
Little Dipper Elementary
MIDDLE SCHOOL

Baseball T Shirt

Activity No: ZZ101-345

Sponsor/Teacher: Pacino, Al

Grade Level: N/A

Your Price **\$15.00**

Qty 1

[Add To Cart](#)

[Print This Page](#)



5. This will take you to the **Shopping Cart page**. You may either select the **Continue Shopping button** to add more items to your **Shopping Cart** (return to step 3) or press the **Checkout button** to complete the payment.

Shopping Cart

3 Items in Cart

Activity Name	Price	Quantity	Total	
ZZ101-345 Baseball T Shirt West Beverly Hills HS	\$15.00	1	\$15.00	X
ZZ101-346 Agenda Fee 2014-2015 West Beverly Hills HS	\$15.00	1	\$15.00	X
ZZ101-387 Gym Uniforms West Beverly Hills HS	\$10.00	1	\$10.00	X

Make any changes above?

Update

Sub Total: \$40.00

Continue Shopping

Checkout

- If you are not already logged in, the system will redirect you to the **Sign In page**. You will now be asked to **login** if you've used the system before or to **create a parent user account**.

Home :: Sign In

Sign In

<p>Current Users</p> <p>Username: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Login"/></p> <p>Forgot Your Password? Click Here.</p>	<p>New Users</p> <p>Username: <input type="text"/></p> <p>Email: <input type="text"/></p> <p>First Name: <input type="text"/></p> <p>Last Name: <input type="text"/></p> <p><small>Password must be at least 8 characters long.</small></p> <p>Password: <input type="password"/></p> <p>Confirm Password: <input type="password"/></p> <p>Password Hint: <input type="text"/></p> <p>Password Answer: <input type="text"/></p> <p><input type="button" value="Create New"/></p>
--	---

7. This will then start the **Check Out process**. There are 4 steps, 1 step per page.

The 1st page is called **Step 1 of 4 – Assign Student Profile To Activity**. For each individual line item, you will need to select a Student Profile to give them credit for that item. Next to the Select Student Profile, click on the down arrow to display your student names. Highlight the name to select and give them credit. Select the **Next button** when complete.

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

Step 1 of 4 - Assign Student Profile to Activity

3 Items 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	
ZZ101-345 Baseball T Shirt West Beverly Hills HS	\$15.00	Select Student Profile - ▾		\$15.00	Delete
ZZ101-346 Agenda Fee 2014-2015 West Beverly Hills HS	\$15.00	Select Student Profile - ▾		\$15.00	Delete
ZZ101-367 Gym Uniforms West Beverly Hills HS	\$10.00	Select Student Profile - ▾		\$10.00	Delete

Sub Total: \$40.00

Next

Select Student Profile
- Select Student Profile - ▾
- Select Student Profile -
Jolie-Pitt, Zahara
Jolie-Pitt, Pax
Jolie-Pitt, Shilo
Pitt, Knox

8. If your list of students is empty, select the **Add Student Profile** button to the top left.

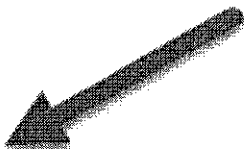
- Select Student Profile - ▾
- Select Student Profile -

Add your student's info, and then select the **Save Changes button**. Be sure to follow any instructions regarding Student ID Numbers. Now, you can assign the student profile in Step 7.

[Home](#) :: [Your Account](#) :: Edit Student Profile


Edit Student Profile

First, MI:	Zahara
Last:	Jolie-Pitt
Student ID:	00000000002



- Next, on the **Step 2 of 4 – Address page**, type in your billing information. If there's any difference, be sure it's billing not home address. Select the **Next button** when finished.

Step 2 of 4 - Address

 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) xxxxxxxxx

Phone: (e.g) xxxxxxxxxx

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. Next, on the **Step 3 of 4 – Payment page**, type in your credit card info. Select the **Review Order button** when finished.

[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

[Previous](#)

[Review Order](#)

11. Finally, on the **Step 4 of 4 – Review Order page**, please make sure the order looks correct. Select the **box** to agree to the **Terms and Conditions**, and then select the **Place Order button**.

Step 4 of 4 - Review Order

Sold To:
 Brad Pitt
 123 Fake Street
 Anywhere, VA 20165
 United States
 7031112222

Activity No	Activity Name	Assigned Student Profile	Price	Quantity	Line Total
ZZ101-345	Baseball T Shirt West Beverly Hills HS	Jolie-Pitt ,Zahara 00000000002	\$15.00	1	\$15.00
ZZ101-346	Agenda Fee 2014-2015 West Beverly Hills HS	Jolie-Pitt ,Pax 00000000003	\$15.00	1	\$15.00
ZZ101-387	Gym Uniforms West Beverly Hills HS	Jolie-Pitt ,Zahara 00000000002	\$10.00	1	\$10.00

SubTotal:	\$40.00
Tax:	\$0.00
Shipping:	\$0.00
Handling Fee:	\$1.95
	<hr/>
	\$41.95

** Please note the handling fee is a percent of the total purchase.*

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.

SubTotal: \$40.00
 Tax: \$0.00
 Shipping: \$0.00
 Handling Fee: \$1.95
 \$41.95

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.

[Previous](#) [Place Order](#)

- Once the transaction is successfully completed, a **Thank You** message with the **Order Number** will display. A receipt is also sent to your email address and is always stored in your OSP account under the **Your Account** tab.



Order 1268

Sold To:
 Brad Pitt
 123 Fake Street
 Anywhere, VA 20165
 United States
 7031112222

Activity No.	Activity Name	Assigned Student Profile	Price	Quantity	Line Total
ZZ101-345	Baseball T Shirt	Jolie-Pitt_Zahara 0000000002	\$15.00	1	\$15.00
ZZ101-346	Agenda Fee 2014-2015	Jolie-Pitt_Pax 0000000003	\$15.00	1	\$15.00
ZZ101-367	Gym Uniforms	Jolie-Pitt_Zahara 0000000002	\$10.00	1	\$10.00

SubTotal: \$40.00
 Tax: \$0.00
 Shipping: \$0.00
 Handling Fee: \$1.95
 \$41.95