

## ONLINE SCHOOL PAYMENTS

The following procedures can be utilized to access the parent's Online School Payment.

1. Type in your browser: <https://osp.osmsinc.com/BaltimoreCountyMD>  
Or select the link on school the AMS website.
2. Under the heading "Schools" select "Middle"
3. Under the heading "Schools" click on "Arbutus MS"
4. Under "Select Activity" click on NorthBay Overnight Trip, Gr. 6. (Please note that after the 2/28 deadline, you will no longer be able to access it).
5. Select the number of students you are paying for, click add to cart, and then click "Check out".
6. Click on gray box on left hand side "add student profile".
7. Complete student information using the student ID that is stapled to the permission slip packet. IF lost, you may email your science teacher for your child's ID number, or call the main office 887-1402.
8. Continue to follow the prompts to pay using MASTERCARD or VISA.
9. When finished you and the school will receive an email confirming the on line payment for the registered student.