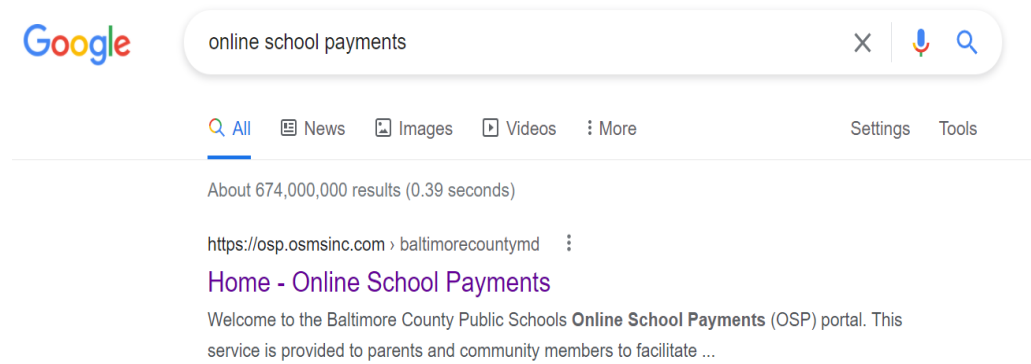


Directions to Purchase the Yearbook Online

Credit/Debit card accepted with \$1.20 service fee.

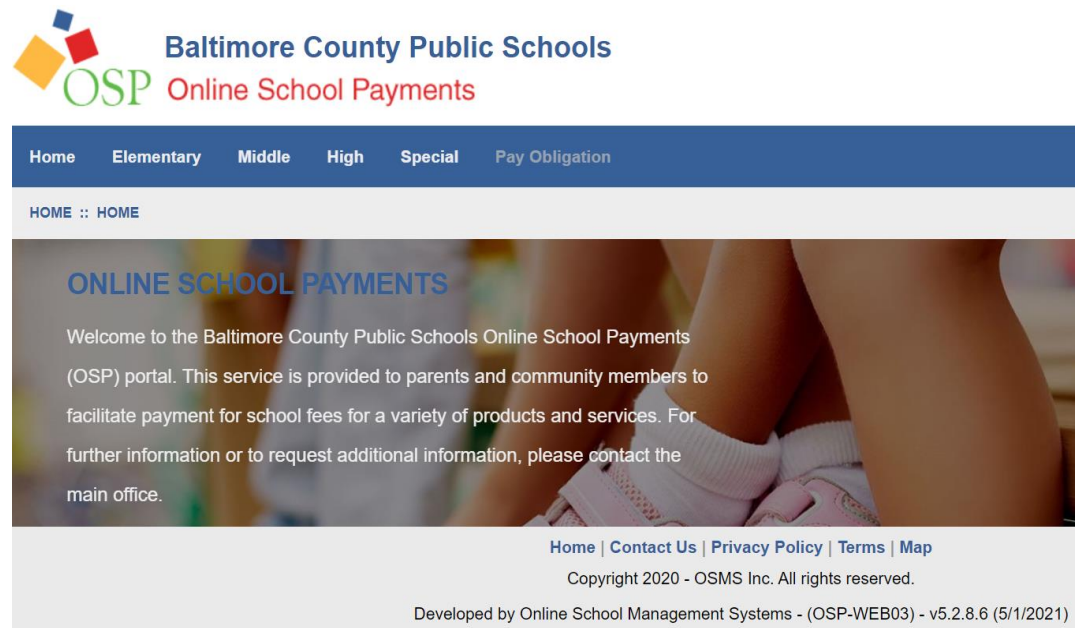
Step-1

Google Search - Online School Payment [osmsinc.com]. Click on the link, as shown below.



Step-2

Select 'Middle' tab on search bar.



Step-3

Select 'Arbutus MS' name

Baltimore County Public Schools
OSP Online School Payments

Home Elementary Middle High Special Pay Obligation

HOME :: MIDDLE

Arbutus MS ←

Catonsville MS

Cockeysville MS

MIDDLE

Please select a school from the left column.

Step-4

Select the 'Memory/Yearbook' check box, as shown below. Then Add to Cart.

Baltimore County Public Schools
OSP Online School Payments

Home Elementary Middle High Special Pay Obligation

HOME :: MIDDLE :: ARBUSUS MS

Arbutus MS

Catonsville MS

Cockeysville MS

Crossroads Center

Deep Creek MS

ARBUSUS MS

Select Activity

Select	Image	Activity No.	Activity Name	Teacher/Sponsor	Grade Course/Class	Act. Date	Price
<input checked="" type="checkbox"/>		E1743-6	Memory/Yearbook Arbutus Middle School Yearbook sales	Yorke,Deanna	All	NA	NA \$30.00

Add to Cart ✓

Step-5

Review the Qty number and then click the 'checkout' button.

*There is \$1.20 service fee to use this site.

The screenshot shows the Baltimore County Public Schools Online School Payments website. The shopping cart contains one item: MEMORY/YEARBOOK E1743-6, with a quantity of 1 and a price of \$30.00. A 'Continue Shopping' button is visible. To the right, a summary table shows: Sub Total: \$30.00, Service Fee: \$1.20, Tax: \$0.00, and Total: \$31.20. Below the table, there is an 'Update' button and a 'Checkout' button, with a red arrow pointing to the 'Checkout' button.

Sub Total:	\$30.00
Service Fee:	\$1.20
Tax:	\$0.00
Total:	\$31.20

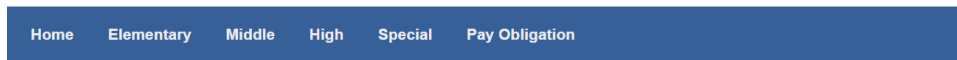
Step-6

You must now "Create" a new user account or if you have used this site previously, enter your current information. If you have forgotten your previous information, click 'Forgot Username/Password.'

The screenshot shows the 'SIGN IN' page. There are two main sections: 'Current Users' and 'New Users, Please Create an Account'. The 'Current Users' section has fields for Username and Password, a 'Remember Me' checkbox, and a 'Forgot Username/Password?' link. The 'New Users, Please Create an Account' section has fields for Username, Email, First Name, Last Name, Password (with a note '8+ characters'), Confirm Password, Password Hint, and Password Answer. A 'Login' button is under the first section, and a 'Create New' button is under the second section. A blue handwritten note 'Must Complete either' with arrows points to both sections.

Step-7

Enter in your Credit/Debit card information.



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.

- * First Name is Required
- * Last Name is Required

Step-8

['Submit Payment'](#) and you will receive a receipt to the email address you provided in Step 6.

Step-9

Once you have received the emailed receipt you are now **READY TO COME PICK UP YOUR YEARBOOK 2020-2021.**