Parent Purchase Instructions
School Activities

1. Navigate to the **Online School Payments website** from any web browser
   http://osp.osmsinc.com/loudounva

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.

| HOME | SIGN IN | PAY OBLIGATION | YOUR ACCOUNT |

Home :: HIGH SCHOOL

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 |

HIGH SCHOOL

West Beverly Hills HS

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 SCPS, 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 / Sponsor	Grade Level	Course / Class	Activity Date	Price
ZZ101-345	**Baseball T Shirt**	Pacino,Al	N/A	NA	NA	$15.00
	Our newest shirt.					
ZZ101-346	**Agenda Fee 2014-2015**	Grant,Cary	N/A	NA	NA	$15.00
	Agendas for the current school year.					
ZZ101-387	**Gym Uniforms**	Pacino,Al	All	NA	NA	$10.00
	You will need these for Gym Class					
ZZ101-378	**A Charlie Brown Christmas**	Eastwood,Clint	N/A	NA	NA	$20.00
	The drama club presents A Charlie Brown Christmas open to the general public.					
ZZ101-338	**Driver's Ed Session 1-a 2014**	Pacino,Al	N/A	NA	7/8/2013	$45.00
	Must complete forms etc. Payments due by 7/1.					

4. This will take you to the **Item page**. Select the **Add to Cart** button to add this item your **Shopping Cart**.

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.

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

6. 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**.

Online School Payments – Parent Instructions cont.

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.

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

Online School Payments – Parent Instructions cont.

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.

9. 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:	United States ▾
First, MI:	Brad
Last:	Pitt
Address:	123 Fake Street
City:	Anywhere
State, Zip:	VA ▾ 20165 (e.g) xxxxx (or) xxxxxxxxx
Phone:	7031112222 (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	Visa ▾
Card Number	●●●●●●●●●●●●●●●●
Exp. Date	1 ▾ / 2022 ▾
Security Code	123 What's this?
Name On Card	Brad X. Pitt

[Previous] [Review Order]

Online School Payments – Parent Instructions cont.

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
	$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 →]

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

☑ By selecting this box the user agrees to the <u>Terms and Conditions</u> 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.
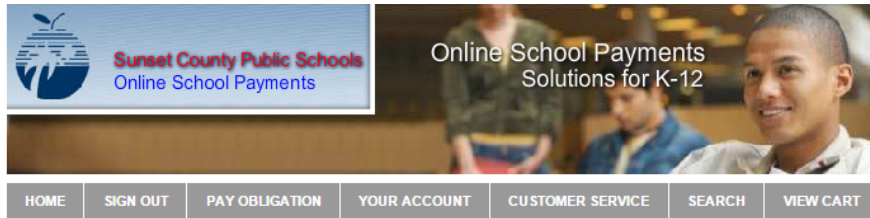
[Previous]   [Place Order ➡]

12. 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**.

Sunset County Public Schools
Online School Payments

Online School Payments
Solutions for K-12

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

Thank You!

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 00000000002	$15.00	1	$15.00
ZZ101-346	Agenda Fee 2014-2015	Jolie-Pitt ,Pax 00000000003	$15.00	1	$15.00
ZZ101-387	Gym Uniforms	Jolie-Pitt ,Zahara 00000000002	$10.00	1	$10.00

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