



Generic Parent Purchase Instructions for School Activities

This document is the instructions for how parents can make purchases in the OSP eStore.

If you have any questions or comments, please contact the OSMS Support Desk either by emailing support@osmsinc.com or by calling 703-378-8299 ext. 204.

-The OSMS Support Desk

1. Navigate to the **Online School Payments website** from any web browser. This web address is custom to your school district.
2. Select your **school name** from the tabs on the top of the page. You will need to hover over the **Category Name** (that is Elementary Schools, Middle Schools, High Schools, etc.) to display the school names.



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

MONROE HIGH SCHOOL

Select	Image	Activity No.	Activity Name	Teacher/Sponsor	Grade	Course/Class	Act. Date	Price
<input type="checkbox"/>	NO IMAGE AVAILABLE	ZY993-34	Candy Sale We are having our annual Candy Sale	straker,dexter	N/A	NA	NA	\$2.00
<input type="checkbox"/>	NO IMAGE AVAILABLE	ZY993-36	Field Trip Annual Zoo Field Trip	straker,dexter	N/A	NA	NA	\$20.00
<input type="checkbox"/>	NO IMAGE AVAILABLE	ZY993-VAR6	School Donation Thank you for all Donations	NA	NA	NA	NA	\$0.00
<input type="checkbox"/>	NO IMAGE AVAILABLE	ZY993-35	Talent Show We are having our annual Talent Show!	straker,dexter	N/A	NA	NA	\$2.00
<input type="checkbox"/>	NO IMAGE AVAILABLE	ZY993-32	Yearbook Sale We are selling our school Yearbooks!	straker,dexter	N/A	NA	NA	\$45.00

Add to Cart

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

FIELD TRIP SKU ZY993-36

NO IMAGE AVAILABLE

Field Trip
Qty **Price : \$20.00**

Add to Cart

Annual Zoo Field Trip

Sponsor/Teacher **straker,dexter**

Grade Level **N/A**

- 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

FIELD TRIP MONROE HIGH SCHOOL ZY993-36

Qty Price : \$20.00

YEARBOOK SALE MONROE HIGH SCHOOL ZY993-32

Qty Price : \$45.00

CANDY SALE MONROE HIGH SCHOOL ZY993-34

Qty Price : \$2.00

Sub Total:	\$67.00
Service Fee:	\$3.03
Tax:	\$0.00
Total:	\$70.03

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

Update

Checkout

Continue Shopping

- 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**.

SIGN IN

Current Users

Username

required

Password

required

Password must be atleast 8 characters long

Remember Me

[Forgot Username/Password?](#)

Login

New Users, Please Create an Account

To create a new account please fill in each of the form fields below.

Username

required

First Name

required

Password

8+ characters

required

Password Hint

Create New

Email

required

Last Name

required

Confirm Password

required

Password Answer

7. This will then start the **Check Out process**.

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. If your list of students is empty, select the add student profile on the top right.

STEP 1 OF 4 - ASSIGN STUDENT PROFILE TO ACTIVITY

3 Items in Cart

Use the **Select Student Profile** dropdown box for each item in your cart unless the activity has "No Profile Required" indicated in grey. If you do not have students assigned to your profile to select in this drop down, please click the grey **ADD STUDENT PROFILE** button to add student(s) to your profile.

Activity Name	Price	Select Student Profile	Assigned Student Profile	Total
ZY993-36 Field Trip Monroe High School	\$20.00	-Select Student Profile- ▾		\$20.00 X
ZY993-32 Yearbook Sale Monroe High School	\$45.00	-No Profile Required- ▾		\$45.00 X
ZY993-34 Candy Sale Monroe High School	\$2.00	-Select Student Profile- ▾		\$2.00 X

Subtotal: \$67.00

Next

Add your student's info, and then select the **Save button**. Be sure to follow any instructions regarding Student ID Numbers.

ADD STUDENT PROFILE

First Name :

Middle Name :

Last :

Student ID :

Cancel **Save**

Now that the student profile(s) are created, assign each required item to a student profile and click next.

STEP 1 OF 4 - ASSIGN STUDENT PROFILE TO ACTIVITY

3 Items in Cart

Use the Select Student Profile dropdown box for each item in your cart unless the activity has "No Profile Required" indicated in grey. If you do not have students assigned to your profile to select in this drop down, please click the grey ADD STUDENT PROFILE button to add student(s) to your profile.

Add Student Profile

Activity Name	Price	Select Student Profile	Assigned Student Profile	Total
ZY993-36 Field Trip Monroe High School	\$20.00	Smith ,John	Smith ,John 1000001	\$20.00
ZY993-32 Yearbook Sale Monroe High School	\$45.00	-No Profile Required-		\$45.00
ZY993-34 Candy Sale Monroe High School	\$2.00	Jolie-Pitt ,Zahara	Jolie-Pitt ,Zahara 7000003	\$2.00

Subtotal: \$67.00

Next

- Next, on the **Address page**, type in your billing information. If there's any difference, be sure it's your billing address that is associated with your credit card. 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.

Bill To:

First: Brad Last: Pitt

Country: United States

Address: 123 Fake Street

City: Anywhere State: VA Zip: 12345

Phone: 5555555555

Previous Next

9. Next, on the **Order Review page**, please make sure the order looks correct. Select the **box** to agree to the **Terms and Conditions**, and then select the **Next**.

STEP 3 OF 4 - ORDER REVIEW

Sold To:

Brad Pitt
123 Fake Street
Anywhere, VA 12345
United States
5555555555

Activity Name	Assigned Student Profile	Price	Quantity	Line Total
ZY993-36 Field Trip Monroe High School	Smith ,John 1000001	\$20.00	1	\$20.00
ZY993-32 Yearbook Sale Monroe High School	not Required not Required	\$45.00	1	\$45.00
ZY993-34 Candy Sale Monroe High School	Jolie-Pitt ,Zahara 7000003	\$2.00	1	\$2.00

Purchase Notes (Not Required)

Subtotal	\$67.00
Tax	\$0.00
Service Fee	\$3.03
Amount Due:	\$70.03

By selecting this box the user agrees to the payment terms outlined by Online School Management Systems Inc. Credit Card and eCheck transactions will appear as ONLINE SCHOOL PYMNT on your billing statement. Please direct all billing disputes to your local school administrator.

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Next

10. Finally, on the **Payment page**, type in your credit card info. Select the **Place Order** button when finished.

STEP 4 OF 4 - PAYMENT

Payment:

Credit Card

Card Type

Visa

Card Number

123456789123456

Exp. Date

1 / 2018

Security Code

123 [What's this?](#)

Name On Card

Brad X. Pitt

Online School Management Systems credit card processors are compliant to the highest Payment Card Industry (PCI) standards. The online school payment solution never retains access to or stores credit card information, and will never share your personal information with anyone.

Previous

Place Order

11. 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**.

THANK YOU!

Order 999000151



Sold To:

Brad Pitt
123 Fake Street
Anywhere, VA 12345
United States
5555555555

Activity Name	Assigned Student Profile	Price	Quantity	Line Total
ZY993-34 Candy Sale	Jolie-Pitt ,Zahara 7000003	\$2.00	1	\$2.00
ZY993-36 Field Trip	Smith ,John 1000001	\$20.00	1	\$20.00
ZY993-32 Yearbook Sale	not Required not Required	\$45.00	1	\$45.00

Subtotal	\$67.00
Tax	\$0.00
Service Fee	\$3.03
Amount Due:	\$70.03