



## 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](mailto: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. Please contact your school's main office to confirm the specific URL

<http://osp.osmsinc.com/baltimorecountymd>

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 (OSP) portal. The top left shows the Sunset County Public Schools logo and 'Online School Payments' text. The top right features a banner with the text 'Online School Payments Solutions for K-12' and a photo of students. Below the banner is a navigation bar with buttons for HOME, SIGN OUT, PAY OBLIGATION, YOUR ACCOUNT, CUSTOMER SERVICE, SEARCH, and VIEW CART. On the left, a 'Schools' sidebar is highlighted with a red box, containing a list of school categories: ELEMENTARY SCHOOL, MIDDLE SCHOOL, SECONDARY SCHOOL, HIGH SCHOOL, and ADMINISTRATIVE SCHOOL. To the right of the sidebar, a welcome message is visible, with a red arrow pointing to the word 'products' in the text: '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.'

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



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

- 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, AI  
Grade Level N/A

**Your Price** **\$15.00**

Qty

Add To Cart

Print This Page

- 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.

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

## Shopping Cart

3 Items in Cart

Activity Name	Price	Quantity	Total	
<a href="#">ZZ101-345</a> <b>Baseball T Shirt West Beverly Hills HS</b>	\$15.00	<input style="width: 50px;" type="text" value="1"/>	\$15.00	x
<a href="#">ZZ101-346</a> <b>Agenda Fee 2014-2015 West Beverly Hills HS</b>	\$15.00	<input style="width: 50px;" type="text" value="1"/>	\$15.00	x
<a href="#">ZZ101-387</a> <b>Gym Uniforms West Beverly Hills HS</b>	\$10.00	<input style="width: 50px;" type="text" value="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**.

HOME	SIGN IN	PAY OBLIGATION	YOUR ACCOUNT	CUSTOMER SERVICE	SEARCH	VIEW CART
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[Home](#) :: Sign In

## Sign In

### Current Users

Username:

Password:

[Forgot Your Password? Click Here.](#)

### New Users

Username:

Email:

First Name:

Last Name:

Password must be at least 8 characters long.

Password:

Confirm Password:

Password Hint:

Password Answer:

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

The 1<sup>st</sup> 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.

## 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 <b>Baseball T Shirt West Beverly Hills HS</b>	\$15.00	- Select Student Profile - ▾		\$15.00	Delete
ZZ101-346 <b>Agenda Fee 2014-2015 West Beverly Hills HS</b>	\$15.00	- Select Student Profile - ▾		\$15.00	Delete
ZZ101-387 <b>Gym Uniforms West Beverly Hills HS</b>	\$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.

## Edit Student Profile

First, MI:

Last:

Student ID:

*If not a student, please use your telephone number as the Student ID number.*



- 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) xxxxxxxx

Phone:  (e.g) xxxxxxxxx

**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

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 

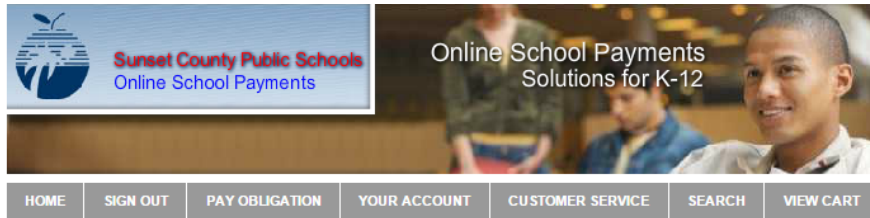


SubTotal: \$40.00  
 Tax: \$0.00  
 Shipping: \$0.00  
 Handling Fee: \$1.95  
 \$41.95

By selecting this box the user agrees to the **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** →

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**.



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 0000000002	\$15.00	1	\$15.00
ZZ101-346	Agenda Fee 2014-2015	Jolie-Pitt ,Pax 0000000003	\$15.00	1	\$15.00
ZZ101-387	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