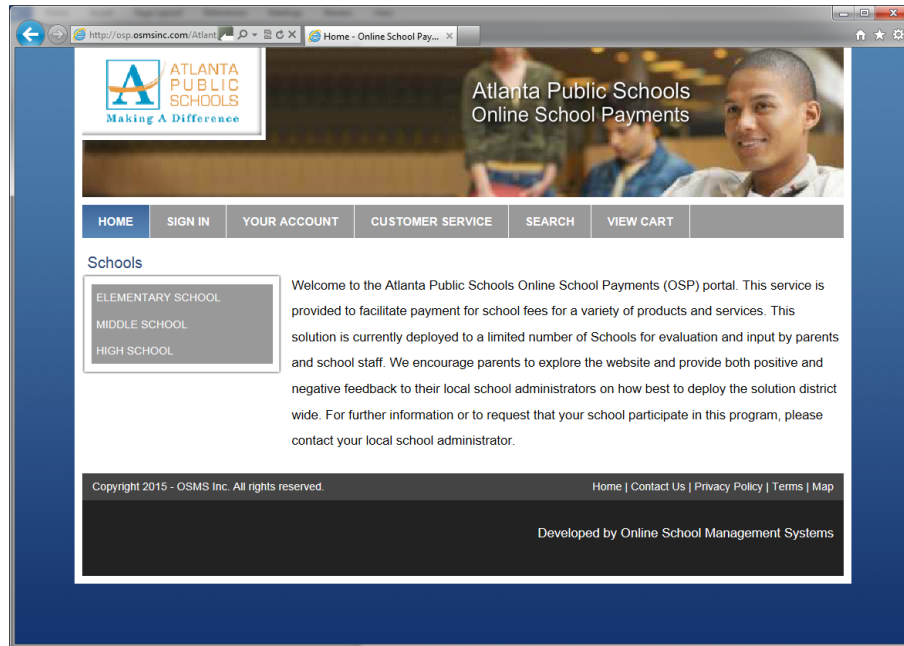


Online School Payments – Parent Instructions

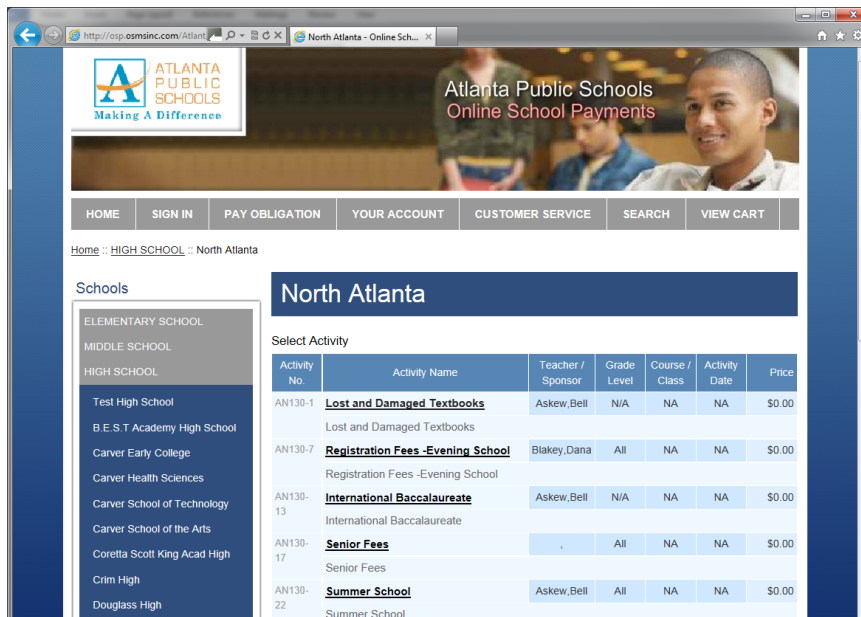
To purchase activities from your School District's Online School Payments (OSP) site:

1. Navigate to the Online School Payments website from any Web browser. (Be sure to bookmark this page!)

Tip: For Hamilton TN Public Schools use: <http://osp.osmsinc.com/HamiltonTN>

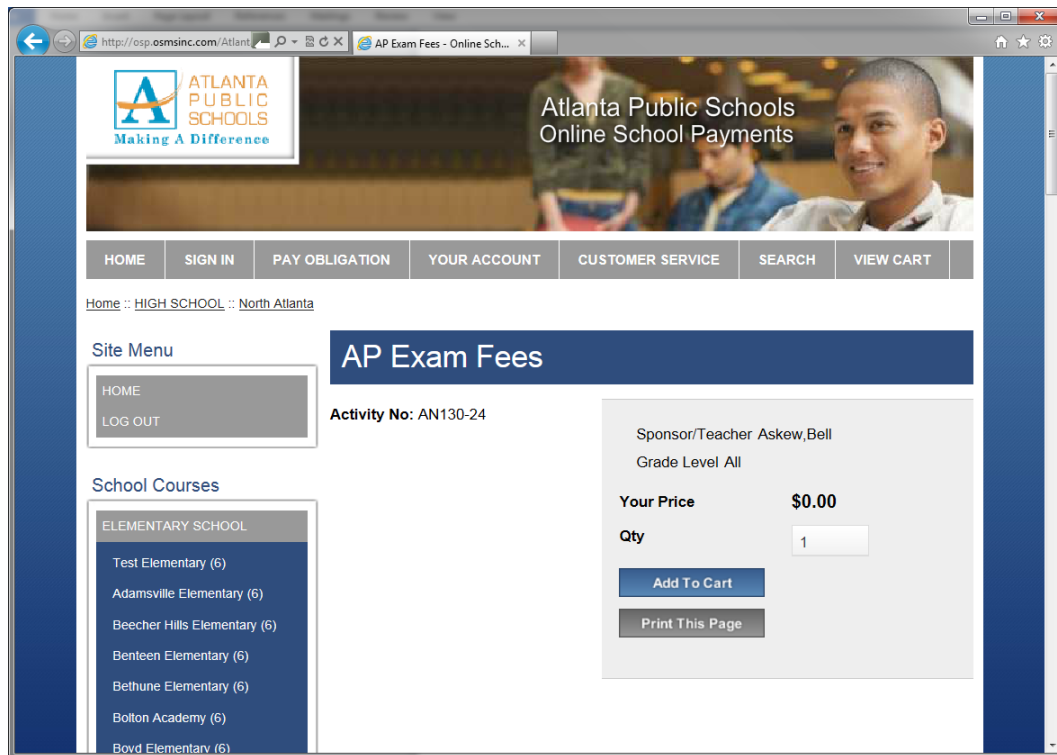


2. Locate your school from the categories on the left side of the page.

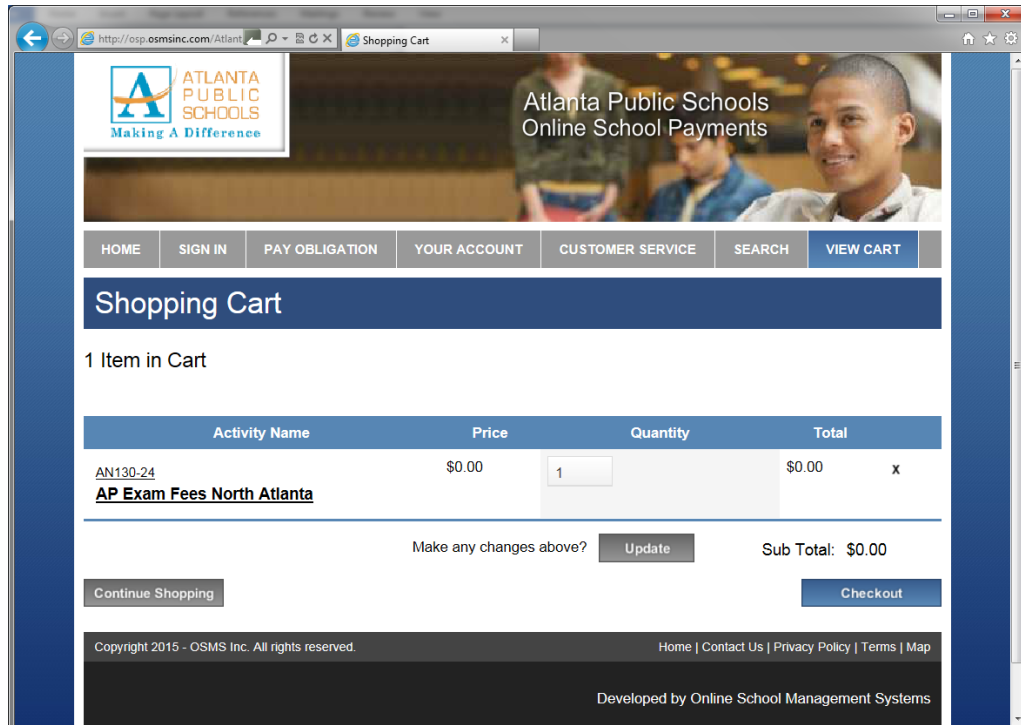


Online School Payments – Parent Instructions (continued)

3. Select any activities you wish to purchase by clicking on the Activity Name.



4. Click Add to Cart to add this activity to your shopping cart.



Online School Payments – Parent Instructions (continued)

- Here you may Continue Shopping to add additional activities (return to step 3) or press the Checkout button to complete the payment.
- You will now be asked to login if a returning user or create an account if you are a new user.

The screenshot shows the 'Sign In' page of the Atlanta Public Schools Online School Payments system. The page has a blue header with the Atlanta Public Schools logo and navigation links: HOME, SIGN IN, PAY OBLIGATION, YOUR ACCOUNT, CUSTOMER SERVICE, SEARCH, and VIEW CART. Below the header, there is a 'Sign In' section with two columns: 'Current Users' and 'New Users'. The 'Current Users' column has fields for Username and Password, a 'Login' button, and a link for 'Forgot Your Password? Click Here'. The 'New Users' column has fields for Username, Email, First Name, Last Name, Password, Confirm Password, Password Hint, and Password Answer, along with a 'Create New' button. A note states 'Password must be at least 8 characters long'.

- Next you will be asked to assign a student to each activity in your cart.

The screenshot shows the 'Step 1 of 4 - Assign Student Profile to Activity' page. It displays a table with one item in the cart: 'AP Exam Fees North Atlanta'. The table has columns for Activity Name, Price, Select Student Profile, Assigned Student Profile, and Total. The 'Select Student Profile' column has a dropdown menu with '- Select Student Profile -'. The 'Assigned Student Profile' column is empty. The 'Total' column shows '\$0.00'. Below the table, there is a 'Sub Total: \$0.00' and a 'Next' button. The footer contains copyright information and links for Home, Contact Us, Privacy Policy, Terms, and Map.

Activity Name	Price	Select Student Profile	Assigned Student Profile	Total
AN130-24 AP Exam Fees North Atlanta	\$0.00	- Select Student Profile -		\$0.00

Sub Total: \$0.00

Next

Online School Payments – Parent Instructions (continued)

- If your student has already been added to the system, select their name from the Select Student Profile list box. Otherwise, click on the Add Student Profile button to add a new student, enter their information and press the Save Changes button.

The screenshot shows the 'Edit Student Profile' page. The header includes the Atlanta Public Schools logo and navigation links: HOME, SIGN OUT, PAY OBLIGATION, YOUR ACCOUNT (active), CUSTOMER SERVICE, SEARCH, and VIEW CART. The left sidebar has links for ADDRESS BOOK, ORDER HISTORY, CHANGE EMAIL, CHANGE PASSWORD, CHANGE NAME, and STUDENT PROFILE. The main content area is titled 'Edit Student Profile' and contains fields for First Name (Tyler), Last Name (Watkins), Student ID (1024361), and School (North Atlanta). A red asterisk is next to the Student ID field. Buttons for 'Cancel' and 'Save Changes' are at the bottom. A 'Field of Study' dropdown menu is open, showing 'ELEMENTARY SCHOOL' and a list of elementary schools including Test Elementary, Adamsville Elementary, Beecher Hills Elementary, Benten Elementary, Bethune Elementary, Bolton Academy, and Boyd Elementary.

*Student ID can be any unique number, such as a phone number.

- OSP returns to the assign student screen where you can now select the student to assign to the activity and press the Next button.

The screenshot shows the 'Step 1 of 4 - Assign Student Profile to Activity' screen. The header includes the same navigation links as the previous screen. The main content area is titled 'Step 1 of 4 - Assign Student Profile to Activity' and shows '1 Item in Cart'. A table lists the activity: 'AN130-24 AP Exam Fees North Atlanta' with a price of '\$0.00'. The 'Select Student Profile' dropdown menu is open, showing 'Select Student Profile - Watkins, Tyler' as the selected option. A 'Delete' button is next to the activity row. The 'Sub Total' is '\$0.00'. A 'Next' button is at the bottom right. The footer includes copyright information and links to Home, Contact Us, Privacy Policy, Terms, and Map.

- Next enter your address that will match the billing information you intend to use for payment and press the Next button to proceed.

Online School Payments – Parent Instructions (continued)

The screenshot shows the 'Step 2 of 4 - Address' page of the Online School Payments system. At the top, there is a navigation bar with links: HOME, SIGN OUT, PAY OBLIGATION, YOUR ACCOUNT, CUSTOMER SERVICE, SEARCH, and VIEW CART. Below the navigation bar, the title 'Step 2 of 4 - Address' is displayed. A red warning message states: '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.' The 'Bill To:' section contains the following fields: Country (a dropdown menu currently showing 'United States'), First, MI: (text input), Last: (text input), Address: (text input), City: (text input), State, Zip: (a dropdown menu for the state and a text input for the zip code), and Phone: (text input). A red warning message below the fields states: '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.' At the bottom of the form, there are 'Previous' and 'Next' buttons. The footer includes 'Copyright 2015 - OSMS Inc. All rights reserved.', 'Home | Contact Us | Privacy Policy | Terms | Map', and 'Developed by Online School Management Systems'.

11. Enter your card information and click the Review Order button.

The screenshot shows the 'Step 3 of 4 - Payment' page of the Online School Payments system. At the top, there is a banner for 'Atlanta Public Schools Making A Difference' and 'Atlanta Public Schools Online School Payments'. Below the banner, there is a navigation bar with links: HOME, SIGN OUT, PAY OBLIGATION, YOUR ACCOUNT, CUSTOMER SERVICE, SEARCH, and VIEW CART. The title 'Step 3 of 4 - Payment' is displayed. The 'Payment:' section has a radio button selected for 'Credit Card'. Below this, there are fields for: Card Type (a dropdown menu currently showing '< Select A Card Type >'), Card Number (text input), Exp. Date (a dropdown menu for the month and a text input for the year), Security Code (text input with a 'What's this?' link), and Name On Card (text input). At the bottom of the form, there are 'Previous' and 'Review Order' buttons. The footer includes 'Copyright 2015 - OSMS Inc. All rights reserved.', 'Home | Contact Us | Privacy Policy | Terms | Map', and 'Developed by Online School Management Systems'.

Online School Payments – Parent Instructions (continued)

12. Review your order and click the Place Order button to submit your order.

Step 4 of 4 - Review Order

Sold To:
Tony Watkins
123 Fake Street
McLean, VA 22102
United States
555-555-5555

Activity No	Activity Name	Assigned Student Profile	Price	Quantity	Line Total
AN130-24	AP Exam Fees North Atlanta	Watkins, Tyler 1024361	\$0.00	1	\$0.00

SubTotal: \$0.00
Tax: \$0.00
Shipping: \$0.00
Handling Fee: \$0.00

☐ 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.

[Previous](#) [Place Order](#)

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13. Once the transaction is complete, OSP displays a Thank You message with the Order Number for this transaction.

A receipt is also sent to your email address and is always stored in your OSP account under the Your Account tab.

Order Receipt - Online School Payment - Windows Internet Explorer

http://demo.osmsinc.com/SunsetCounty/Receipt.aspx?id=34c25130-aed8-4fbb-aed8-20f190e140f

Order Receipt - Online School Payment

Thank You!

Order 1038 [Print This Page](#)

Sold To:
Brad Pitt
123 Fake Street
McLean, VA 22102
United States
555-555-5555

Activity No	Activity Name	Assigned Student Profile	Price	Quantity	Line Total
Z2101-8	PE Uniforms	Jolie-Pitt Zahara 00000000001	\$15.00	1	\$15.00
Z2101-7	Homecoming	Jolie-Pitt Zahara 00000000001	\$50.00	1	\$50.00
Z2101-6	Yearbook Sales	Jolie-Pitt Shiloh 00000000002	\$80.00	1	\$80.00

SubTotal: \$145.00
Tax: \$0.00
Shipping: \$0.00
Convenience Fee: \$0.00
\$145.00