

## Online Payment Instructions

Managing your Adventure Club payments is just one more thing on your list, which is already too long. Based on several requests, we have worked with our online payments vendor to add Adventure Club as an option for parents.

**STEP 1:** Link to the Online School Payments (OSP) website: <http://osp.osmsinc.com/MaryvilleTN/>.

**STEP 2:** As a FIRST TIME USER, you will need to setup your student(s) in the system. Find the gray bar and click on the tab marked YOUR ACCOUNT. Complete all information as a new user.

**STEP 3:** In the same gray bar, click on PAY OBLIGATION.

- Select your student
- Select MCS ADVENTURE CLUB as the SCHOOL
- Under Obligation Type, select the appropriate Adventure Club Site for your student

In the future, you will go directly to the Pay Obligation tab to process your online payment for Adventure Club fees.

**NOTE:** A non-refundable 4.0% and \$0.35 handling fee will be added to the payment amount for Adventure Club payments. The fee is collected by OSP to cover payment.