

# Online School Payments – Parent Instructions

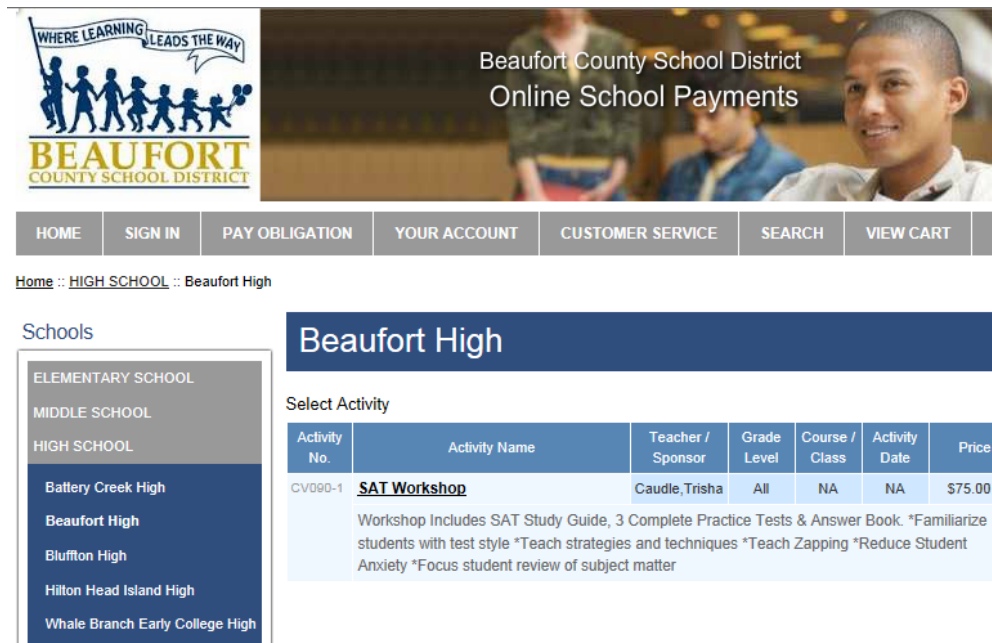
To purchase activities from your School District’s Online School Payments (OSP) site:

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

Tip: For Beaufort County School District use: <http://osp.osmsinc.com/beaufortsc/>



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



## Online School Payments – Parent Instructions (continued)

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

The screenshot shows the Beaufort County School District Online School Payments interface. At the top left is the district logo with the slogan "WHERE LEARNING LEADS THE WAY". The main header reads "Beaufort County School District Online School Payments". A navigation bar includes links for HOME, SIGN IN, PAY OBLIGATION, YOUR ACCOUNT, CUSTOMER SERVICE, SEARCH, and VIEW CART. Below the navigation, a breadcrumb trail shows "Home :: HIGH SCHOOL :: Beaufort High". A "Site Menu" contains HOME and LOG OUT. The "School Courses" section lists elementary schools: Beaufort Elementary, Bluffton Elementary, Broad River Elementary, Coosa Elementary, and Hilton Head Island Elementary. The main content area features a blue header for "SAT Workshop" with "Activity No: CV090-1". To the right, it displays "Sponsor/Teacher Caudle, Trisha" and "Grade Level All". The "Your Price" is \$75.00, and the "Qty" is 1. There are "Add To Cart" and "Print This Page" buttons.

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

The screenshot shows the "Shopping Cart" page. The header is "Shopping Cart" in a blue bar. Below it, it says "1 Item in Cart". A table lists the items in the cart:

Activity Name	Price	Quantity	Total
CV090-1 <b>SAT Workshop Beaufort High</b>	\$75.00	1	\$75.00

Below the table, there is a "Make any changes above?" prompt with an "Update" button and a "Sub Total: \$75.00". At the bottom of the cart area, there are "Continue Shopping" and "Checkout" buttons. The footer contains copyright information: "Copyright 2015 - OSMS Inc. All rights reserved." and "Developed by Online School Management Systems - (OSP-WEB01)".

- 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.



## Online School Payments – Parent Instructions (continued)

WHERE LEARNING LEADS THE WAY  
**BEAUFORT**  
 COUNTY SCHOOL DISTRICT

Beaufort County School District  
 Online School Payments

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

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:

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

WHERE LEARNING LEADS THE WAY  
**BEAUFORT**  
 COUNTY SCHOOL DISTRICT

Beaufort County School District  
 Online School Payments

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

### Step 1 of 4 - Assign Student Profile to Activity

1 Item in Cart

**New users must add the student profile here, otherwise select student profile below.**

Activity Name	Price	Select Student Profile	Assigned Student Profile	Total
CV090-1 <b>SAT Workshop Beaufort High</b>	\$75.00	- Select Student Profile -		\$75.00 <input type="button" value="Delete"/>

Sub Total: \$75.00

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## Online School Payments – Parent Instructions (continued)

8. 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. At the top left is the Beaufort County School District logo with the tagline 'WHERE LEARNING LEADS THE WAY'. The main header reads 'Beaufort County School District Online School Payments'. Below this is a navigation bar with links: HOME, SIGN OUT, PAY OBLIGATION, YOUR ACCOUNT (highlighted), CUSTOMER SERVICE, SEARCH, and VIEW CART. The page content is divided into two main sections: 'Your Account' and 'Field of Study'. The 'Your Account' section includes a sidebar menu with options: ADDRESS BOOK, ORDER HISTORY, CHANGE EMAIL, CHANGE PASSWORD, CHANGE NAME, and STUDENT PROFILE (highlighted). The 'Field of Study' section includes a sidebar menu with options: ELEMENTARY SCHOOL, Beaufort Elementary, and Bluffton Elementary. The main content area is titled 'Edit Student Profile' and contains three input fields: 'First, MI:', 'Last:', and 'Student ID:'. Below these fields are two buttons: 'Cancel' and 'Save Changes'.

9. 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. At the top is a navigation bar with links: HOME, SIGN OUT, PAY OBLIGATION, YOUR ACCOUNT (highlighted), CUSTOMER SERVICE, SEARCH, and VIEW CART. The main content area is titled 'Step 1 of 4 - Assign Student Profile to Activity'. Below this is a section '1 Item in Cart' with an 'Add Student Profile' button. A table lists the activity details:

Activity Name	Price	Select Student Profile	Assigned Student Profile	Total
AN130-24 <b>AP Exam Fees North Atlanta</b>	\$0.00	- Select Student Profile - - Select Student Profile - Walkins, Tyler		\$0.00

Below the table is a 'Sub Total: \$0.00' and a 'Next' button. At the bottom of the page, there is a footer with copyright information: 'Copyright 2015 - OSMS Inc. All rights reserved.' and 'Developed by Online School Management Systems'.



## Online School Payments – Parent Instructions (continued)

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

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:

Country:

First, MI:

Last:

Address:

City:

State, Zip:

Phone:

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.

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

Step 3 of 4 - Payment

Payment:

Credit Card

Card Type:

Card Number:

Exp. Date:  /

Security Code:  [What's this?](#)

Name On Card:

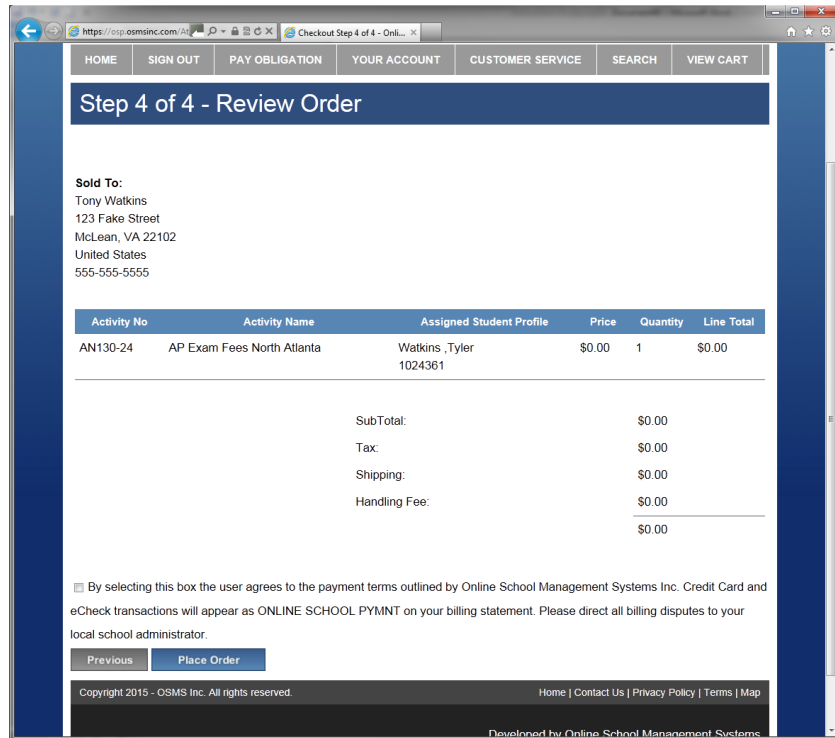
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12. Review your order and click the Place Order button to submit your order.



## Online School Payments – Parent Instructions (continued)



- 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.

