

## OSP tawh kisai Nu le Pa te theihding thu

Edlio i OSP na zat uh lungdam ing. Hih lai in bangdan aa login ding, sangnaupang behlap ding, sumpiakna bawl ding cih te a bihzia ding hong ngen ding hi. Zat na kipat ma in nah Google Chrome a nunung pen version pen na update nai kei le na hihphot in.

### **Login | Lutdan ding**

1. [www.osmsinc.com/find-my-school/](http://www.osmsinc.com/find-my-school/) cih website ah na lut in la na sangmin na teel in
2. A tunglam taklam ah “my account” cih icon pen na meek in
3. Hih na zat masak na a hihle account thak khat na bawl masak kul ding hi. Account nei khin sa/bawlkhin sa na hih le “log in your account” cih na pan lut in.

### **Sangnaupang te Student ID tawh bangdan in behlap ( add ) ding**

1. Sangnaupang dang pen na account pan na behlap na ding in, “Student Profile” a cih na ah pai inla, “Add student Profile” a cib meek in. A nuai aa kisam teng behlap sak in.
  - a. Min masa
  - b. Min Lai
  - c. Min nunung
  - d. Sangnaupang te Student ID ( gentehna: Sangnaupang te suahni cihte ki zangthei )
2. Tua teng na man ciang “SAVE” cih meek inla, a dang a kisam lailai mipha zah tawh kituak in behlap toto in.

### **Online pan bangdan a sumpia ding**

1. Na login khitphet ciang, sanginn min a ki gual diudeu lak ah na sanginn min teel in
2. Tua na teel le sanginn te online vanzuak na sai ah hong lutsak ding aa van te ki lei thei ding hi
3. Na deih van meek inla, bangzah lei ding ( quantity) pen na deihzah tawh kizui in behlap/ khiam in. Van man \$0.00 kici te pen a man taktak na at tawm kul ding hi.
4. Tuakhit ciang “Add to Cart” meek in
  - a. A kisam dan in van na deih teng lei theih na ding a tung aa kigen teng zui in.
5. Van na lei teng na man ciang, “Check out” meek in.
6. Step khat na pan step 4 na ciang na zui in.
  - a. Step 1: Student Profile meek inla mibehlap in la “Next” meek in
  - b. Step 2: Bill piakna ding address le sumpiak na zat ding kaat tuamtuum te gelh in
  - c. Step 3: “Order Review” na van leisa te en kik inla na lung a kim ciang “Agree to Payment Terms” meek inla “Next “ ah pai in.
  - d. Step 4: Sumpia in, Na credit Card le kisam te at inla na man ciang “Place Order” meek in

Dotnop a om le Support Team [support@osmsinc.com](mailto:support@osmsinc.com) ah email kikhak thei hi.

7. Tua teng naman ciang a set in na sum hong sang ding aa receipt hong pia ding hi.

**Bangdan in vanlei sa te enkik thei ding**

1. “My Account” cih a tunglam taklam ah icon meek in
2. “Order History” meek inla, na order van te bangteng hiam cih ki en kik thei hi.

Commonwealth of Kentucky  
DEPARTMENT OF EDUCATION  
Bureau of Finance

Purchase Order No. \_\_\_\_\_  
Terms \_\_\_\_\_  
Date Filed \_\_\_\_\_

**STANDARD INVOICE**

(This invoice should be sent directly to the local Board of Education for payment. Do not send to State Office.)

Bowling Green Board of Education Bowling Green, Kentucky

Name of Translator Dim Sian Nuam SS# 770 49 3648  
(Address) 243 Ford Ave Bowling Green KY 42101

(All invoices must be promptly made out in required form and filed with the Board "in writing, itemized and verified" according to law. A properly prepared invoice shows exact kind of service, where, when and by whom performed; a time and rate per day or hour and is signed by the vendor or his authorized representative.)

Quantity	Unit page/minutes	Detailed Description (Date, Description, School Staff Involved, School)	Code * No.	Unit Price	Amount
	60mins	9/27 translated OSP Parent info form from English to Zomi		\$30.00	30--

*Thank You!!!*

Pay: \$30 per hour/page

TOTAL:

VENDOR'S CERTIFICATION

I hereby certify that the above is a correct statement of amount due from the above named board of education for articles furnished or services rendered as itemized.

Signed *Jm*

Date September 29, 2022

Approved for payment  
By \_\_\_\_\_

\*The vendor will leave this column blank.

VENDOR LEAVE BLANK

Claim number \_\_\_\_\_

Check number \_\_\_\_\_

Amount Paid \_\_\_\_\_

Date paid \_\_\_\_\_