

GREAT NEWS!

for Employees on Leave

The District's Benefits Department has made it easier than ever to pay your monthly insurance premiums. As an employee on Leave, you now have the option of paying online with a credit or debit card. A 4% non-refundable merchant service fee will be applied.



PAYMENT METHODS

PAY BY MAIL

Send your check or money order payment payable to: The School Board of Broward County, Florida

Address: 7770 W. Oakland Park Blvd.
Sunrise, Florida 33351

OR

PAY ONLINE

Pay online with a major credit card or debit card. Setting up an account online is quick and easy. See the attached Instruction Sheet for details.

<https://osp.osmsinc.com/browardfl/>

CONTACT INFORMATION

Benefits Office: (754) 321-3100
Email: billingpremiums@browardschools.com

HOW TO PAY ONLINE

STEP 1

Login online: <https://osp.osmsinc.com/browardfl/>



1.

Click the navigation menu above and select the school



2.

Select the item(s) you want to purchase and click "Add to Cart"



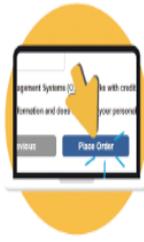
3.

Select the Student/Staff profile if required



4.

Input your payment information



5.

Place your order

Click Login or Register to create a new account

Login or Register

STEP 2

Create an Account: Fill in each of the form fields and click the "Create New" button.

Home Elementary Middle High Combined Centers Departments Initiatives Pay Obligation

SIGN IN

Current Users

Username/Email

required

Password

required

Password must be at least 8 characters long

Remember Me

[Forgot Username/Password?](#)

Login

New Users, Please Create an Account

To create a new account please fill in each of the form fields below.

Username/Email – Email must be used as the username

required

Email

required

First Name

required

Last Name

required

Password

required

8+ characters

Confirm Password

required

Password Hint

Password Answer

Create New

Click "Create New" when your account information is updated

HOW TO PAY ONLINE

STEP 3

Select "Departments, Next in the dropdown menu select "Benefits Department"

Home Elementary Middle High Combined Centers Departments Initiatives Pay Obligation

YOUR ACCOUNT - WELCOME BACK NEKITDRESS GREEN

Select "Departments, A dropdown menu will appear for you to select "Benefits Department"

Select Student\Employee Profile to View

STEP 4

Select the appropriate insurance plan(s) – Refer to your billing letter and rate sheet for a list of your current plan(s).

Select Number Name

+ B9658-128

AETNA DENTAL HMO BASIC

AETNA DENTAL HMO BASIC

Click on the "+" to select your plan. Once completed, you will be directed to the next screen

STEP 5

Enter your personnel number, select your dependent(s), and click "Add to Cart". Please note, a 4% merchant service fee will be applied.

AETNA DENTAL HMO BASIC - Employee Only SKU B9658-127

AETNA DENTAL HMO BASIC - Employee Only

Make Plan Selections from the Dropdown Menu

Price: \$9.62

Employee Only

35850

(1) Select your dependent(s) coverage

Add to Cart

Employee Only

Sponsor/Teacher

Grade Level

(2) Fill in your personnel number and click "Add to Cart" to be directed to the next screen

Item Terms & Conditions

You are required to enter your employee personnel number in box above.

HOW TO PAY ONLINE

STEP 6

Continue Shopping – To add more plans to your cart

[Home](#) [Elementary](#) [Middle](#) [High](#) [Combined](#) [Centers](#) [Departments](#) [Initiatives](#) [Pay Obligation](#)

 SHOPPING CART 1

AETNA DENTAL HMO BASIC - EMPLOYEE ONLY B9658-127

Qty Price : \$9.62

Click “Continue Shopping” if you have more items to add to your cart. You will be directed to steps 4 & 5 to repeat the process

[Continue Shopping](#)

STEP 7

Check Out – You are now ready to pay!

Sub Total:	\$9.62
Service Fee:	\$0.00
Tax:	\$0.00
Total:	\$9.62

Click “Checkout” if you have no more items to add to your cart. You will be directed to the next screen to enter your credit or debit card information

Make any changes to the products in your cart?
Click [Update](#) to refresh your total.

[Update](#)

[Checkout](#)

STEP 8

Enter Payment information – You have completed the online payment process

Payment:

We accept the following credit cards: [MasterCard](#), [Visa](#)

Card Number

Exp. Date

 /

Security Code

What's this?

Name On Card

Online School Management Systems (OSMS) works with credit card processors that are required to comply with the Payment Card Industry (PCI) data security standards. OSMS does not retain access to or store credit card information and does not share your personal information with third parties.

[Previous](#)

[Place Order](#)

Enter your payment information and click the “Place Order” button and you are all done.