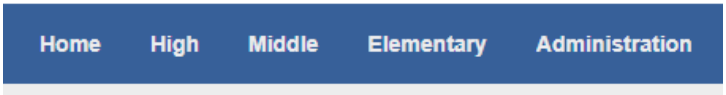
STUDENT/ STUDENT GUARDIAN USER INSTRUCTIONS:

In addition to accepting cash and checks, Catasauqua Area School District now also accepts electronic credit card processing as an option to pay District invoices and other fees. The credit card processing company charges an additional 4% processing fee to the CASD invoiced amount plus a $.35 administration fee. For example: a $10 invoice from CASD will have an additional 4% charge of $.40 + $.35 from the credit card processing company for a total payment of $10.75.

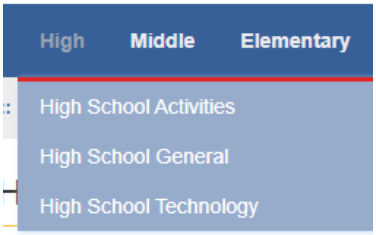
1. Student/Student Guardian wishes to make an online credit card payment for an invoice or other payment/fee

2. Credit Card Processing Website: https://osp.osmsinc.com/cattysd/

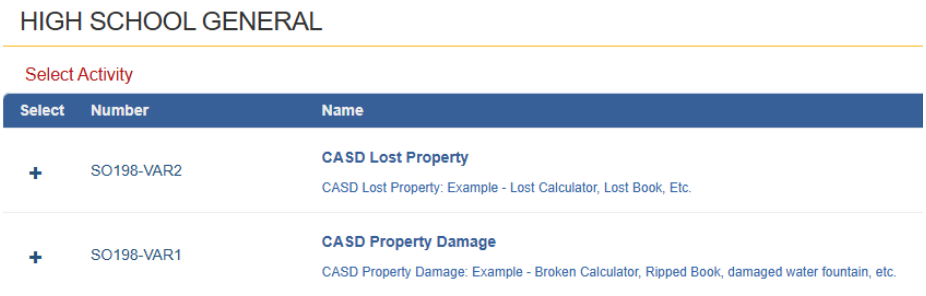
3. Select a Building Student Attends: High School, Middle School, Elementary (Note, please complete separate transactions for each student.)



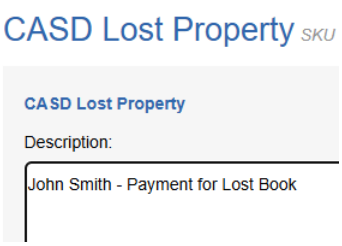
4. Select the Payment Category: Activities, General, Technology
    a. Activities = Student Activities Fess such as Prom, Yearbook, etc.
    b. General = General Invoice Fees for Lost or Damaged District Property (Books, Calculators, etc.)
    c. Technology = Technology Fees/Invoices to purchase Technology Insurance or Technology Repairs/Replacements for District iPads and iPad Accessories
        i. Note: Technology Insurance must be purchased within 60 Days from the start of the School Year (or Student Start Date) for discounted insurance repairs/replacement costs to apply. Without the purchase of Technology Insurance, the full replacement cost will be charged.



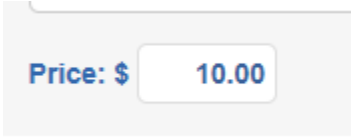
5. Select the Type of Payment
    a. Click + or the Name



6. Enter a Description: Student Name and Reason for Payment



7. Enter Invoice Amount to be Paid in Price: $



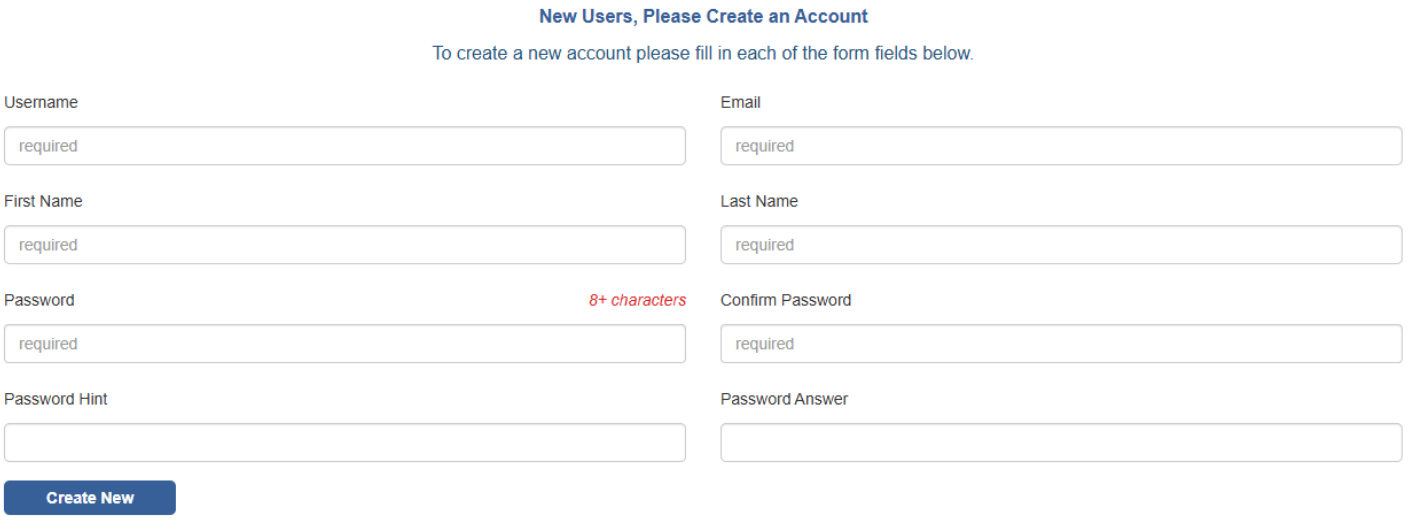
8. Enter Invoice # (Listed on the Invoice), if Applicable
    a. NOTE: If payment is for an invoice, the invoice # must be entered to close out the invoice. However, there are some payments that are not associated with invoices and do not require an invoice #.

9. Click, Add to Cart

10. If you are paying multiple Invoices for the same Building, you can click, Continue Shopping, and repeat steps 3 through 9
    a. NOTE: Invoices for different Students in the SAME BUILDING can be processed together. However, Invoices for different Students in DIFFERENT BUILDINGS must be processed separately.

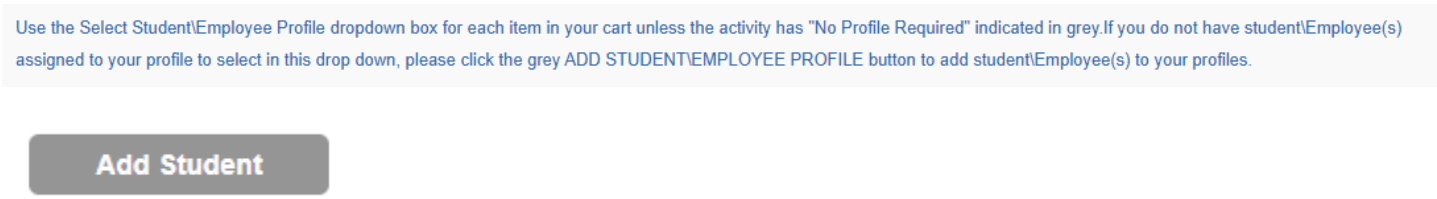
11. When you are ready to check out, click, Checkout

12. FIRST TIME USERS MUST CREATE AN ACCOUNT
    a. Complete the following Fields:
        i. Username (can be an email)
        ii. Email
        iii. First Name
        iv. Last Name
        v. Password
        vi. Confirm Password
        vii. Password Hint
        viii. Password Answer
    b. Click, Create New



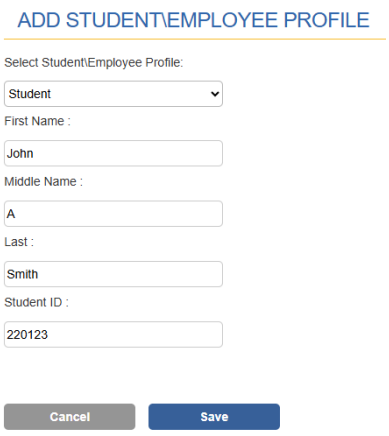
c. If the Type of Payment Selected is Associated with a Student, the Student must be added (This step is completed the first time making a Student Specific Payment. Multiple Students can be added at this time. After the initial set up, the Student(s) will be listed in the drop down menu. **DISTRICT STUDENT ID IS REQUIRED TO COMPLETE THIS STEP**

i. Click, Add Student

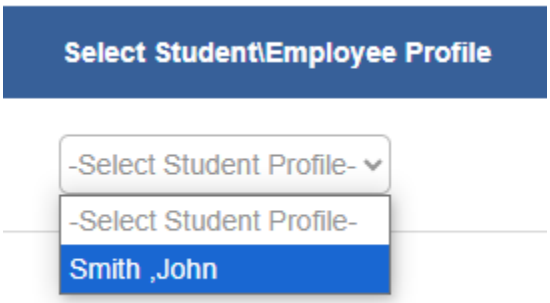


ii. Complete the Following Fields:

1. Select Student = Student
2. First Name
3. Middle Initial
4. Last Name
5. Student ID = CASD Student ID
6. Save



13. Once Student is Added, Select Student Name from the Student Profile Drop Down



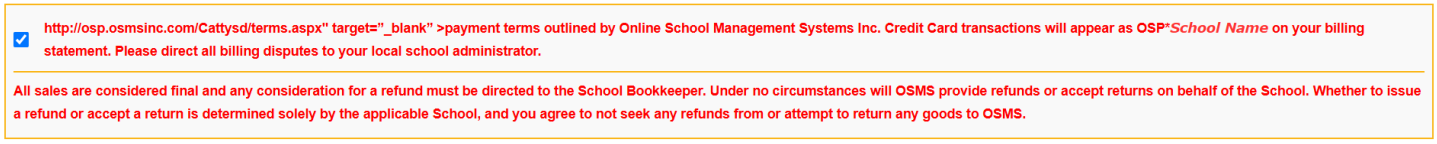
14. Click, Next

15. Complete the Billing Information:
    a. First Name
    b. Last Name
    c. County = United States
    d. Address
    e. City
    f. State
    g. Zip Code
    h. Phone Number

16. Click, Next

17. Add Purchase Notes (Optional)

18. Check to Acknowledge how Transaction will be displayed on Credit Card Bill



19. Click, Next

20. Enter Credit Card Information:
    a. Check, “I am Human” Box
    b. Card Number
    c. Expiration Date
    d. 3 Digit Security Code
    e. Name on Card
    f. Click, Place Order

21. You will receive a confirmation email from “Online School Payments” with a receipt/order number that payment was processed.