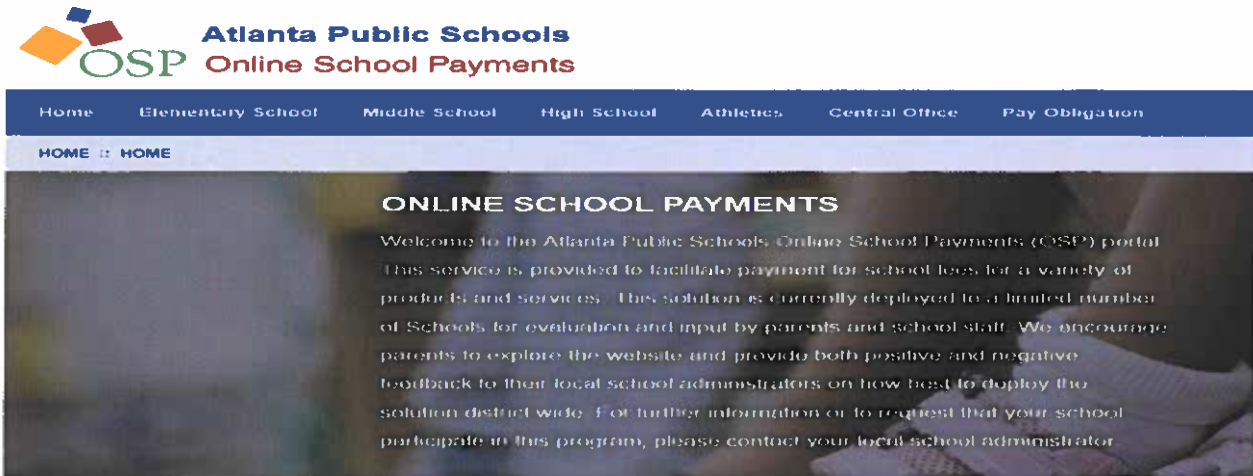# Parent Instructions for Paying Activities via OSP

1. Open a web browser and go to the following web address http://osp.osmsinc.com/Atlanta/
2. Using the headers at the top of the page, navigate to and click the school that you wish to make your payment.

3. A list of activities that are available for online payment will be listed. If you do not see the activity listed then it is not available to make online payments at this time.

NORTH ATLANTA

Select Activity

Select	Image	Activity No.	Activity Name	Teacher/Sponsor	Grade	Course/Class	Act. Date	Price
☐	NO IMAGE AVAILABLE	AN130-255	**Academic Quiz Bowl** Academic Quiz Bowl Deus	Hunter,Nancy	All	NA	9/24/2018	$40.00
☐	NO IMAGE AVAILABLE	AN130-229	**Chorus Fall 2018 Fee** Fall Chrous Fee	Morisco,Jend	All	NA	9/5/2018	$25.00
☐	NO IMAGE AVAILABLE	AN130-60	**DANCE** Ballet Full Uniform Dance- Tights, Shoes, Leotard	IRVING,TAMARA	All	NA	8/20/2018	$55.00
☐	NO IMAGE AVAILABLE	AN130-77	**Dance** Dance- Node Jazz Shoes	IRVING,TAMARA	All	NA	8/20/2018	$30.00

4. Click on the activity you wish to make payment.
5. Click the Add to Cart button

✔	NO IMAGE AVAILABLE	AN130-175	**Senior Fees** Fees/Half Payment	Hunter,Nancy	All	NA	8/29/2018	$110.56

Add to Cart

6. You will then be taken to your shopping cart

7. If you wish to pay for more activities and add them to your cart click the Continue Shopping button in the middle of the page. Note – You may only make payments to one school at a time.
8. If you are done adding activities to your cart click the Checkout button
9. If you are a new user fill out the appropriate fields on the right hand column of the Sign-In Screen and click the "Create New" button. If you are an existing user log in using your user credentials in the left hand column and click the "Login" button

10. Select the student for which you are making a payment. If no students or the student you are making a payment for are not listed you will need to add them to your user profile. To add a student, see the steps below.
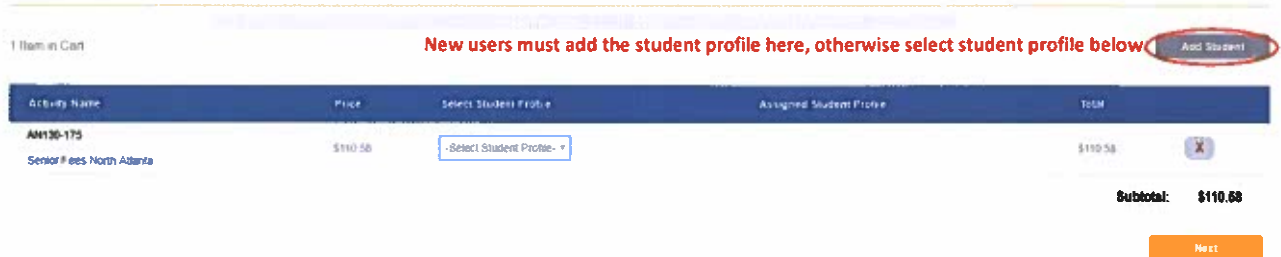
a. Enter in the First Name, Middle Initial, Last Name and Student ID for the Student then click the "Save" button.

b. You will now see the student in the 'Select Student Profile" Field. You will only need to add the student to your profile one time; it will be saved to your user profile from now on.

11. Click the Next button on the lower right hand corner of the screen

12. Enter in your credit card billing address

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

[Address Book]

Bill To:

First	Last
Shante	Johnson

13. Review your order; if correct, click Next

STEP 3 OF 4 - ORDER REVIEW

Sold To:

Shante Johnson
13400 Bass Lake Road
Maple Grove, MN 33073
United States
4047696391

Activity Name	Assigned Student Profile	Price	Quantity	Line Total
AN130-175	Adams Bryan	$110.58	1	$110.58
Senior Fees North Atlanta	+20456			

Purchase Notes (Not Required)

Subtotal	$110.58
Tax	$0.00
Service Fee	$4.42
Amount Due	$115.00

☑ By selecting this box the user agrees to the payment terms outlined by Online School Management Systems Inc. Credit Card and eCheck transactions will appear as ONLINE SCHOOL PYMNT on your billing statement. Please direct all billing disputes to your local school administrator.

[Previous] [Next]

14. Input Credit Card information

STEP 4 OF 4 - PAYMENT

Payment:

◦ Credit Card

Card Type
< Select A Card Type > ▾

Card Number

Exp. Date
--- ▾ / --- ▾

Security Code
(What's this?)

Name On Card

Online School Management Systems credit card processors are compliant to the highest Payment Card Industry (PCI) standards. The online school payment solution never retains access to or stores credit card information, and will never share your personal information with anyone.

[Previous] [Place Order]

15. Click the "Place Order" button at the bottom of the page. You have completed your online payment. A receipt will be emailed to the email address provided when setting up your user account.