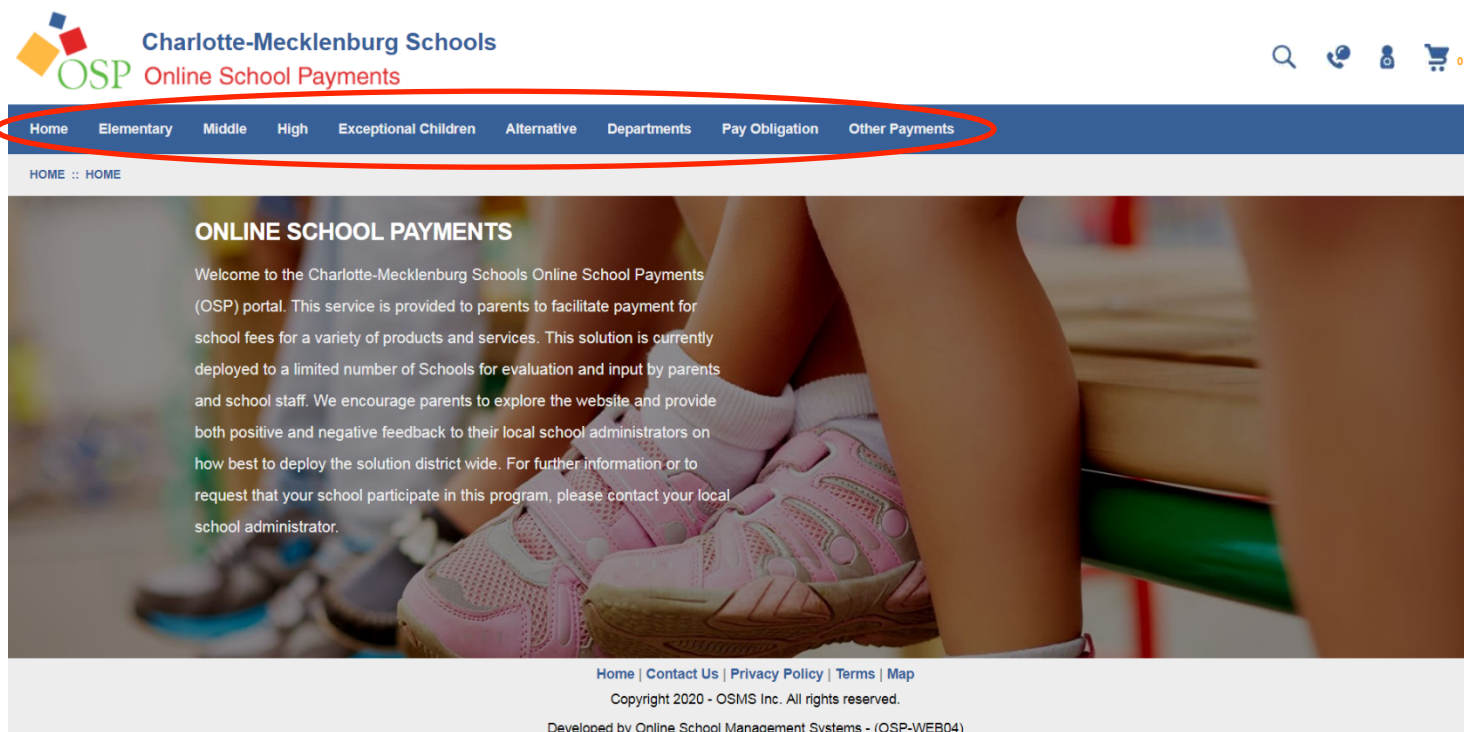# Purchasing School Activities using OSP

Before you begin

1. Have your VISA or Mastercard credit card or debit card information in hand before you start the checkout process.
2. When you create your OSP user account you will add your students to your account. If you do know their student ID, be sure to assign a unique number (7 to 12 digits) for **each** student in the Student ID field; phone numbers can also be used.

How to make a purchase

1. Open a Web browser and go to the following web address https://osp.osmsinc.com/ClevelandNC/
2. On the top of the screen, navigate to and click the school that you wish to make the make your payment. Our school is listed under High- Cleveland Early College High School
   Note: Screen shots may not reflect your school district.

3. A list of available products for online payment is listed. If you do not see the product listed, then it is not available to make online payments at this time.

4. Click on the product you wish to make payment

5. Click the Add to Cart button.

6. You will then be taken to your shopping cart

7. To pay for more activities and add them to your cart click the Continue Shopping button in the middle of the screen and place additional activities in your cart. **Note: You may only make payments to one school at a time.**

8. When you are done adding products to your cart click the Checkout button

Online School Payments

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

8. Select the student for which you are making a payment.

If the student you are making a payment for is not listed (or you have not set up any students yet), you will need to add them to your user profile. To Add a student:

a. **To add a student to your profile**, click the Add Student Profile button on the upper right-hand side of the screen.

b. Enter in the First Name, Middle Initial, Last Name and Student ID for the Student then click the "Save" button.

a. 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.

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

10. Enter in your credit card billing address. Be sure that your phone number does not contain any dashes (-) or parenthesis ().

STEP 2 OF 4 - ADDRESS

> ❶ 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:

First	Last
Phillip	Banks

Country
United States

Address
22375 BRODERICK DR STE 130

City	State	Zip
STERLING	VA	20166

Phone
required

12. Review Your Order.

STEP 3 OF 4 - ORDER REVIEW

Sold To:

Phillip Banks
22375 BRODERICK DR STE 130
STERLING, VA 20166
United States

Activity Name	Assigned Student Profile	Price	Quantity	Line Tot
AZ374-91	Banks ,Will	$10.00	1	$10.
Transcripts Cato Campus Middle College	012345			

Purchase Notes (Not Required)

Subtotal	$10.0
Tax	$0.0
Service Fee	$0.4
Amount Due:	**$10.4**

☐ 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

13. Be sure to select the payment terms checkbox at the bottom of the screen.
14. Click the "Next" button.

15. Enter in your Credit Card/Debit Card information.

Note: Only **VISA** and **Mastercard** credit cards and debit cards are accepted You have completed your online payment. A receipt is also emailed to the email address provided in your user account.

STEP 4 OF 4 - PAYMENT

Payment:

◉ Credit Card

Card Type

| MasterCard ▾ |

Card Number

| 41111111111111111 💳 |

Exp. Date

| 2 ▾ | / | 2025 ▾ |

Security Code

| 123 | What's this?

Name On Card

| Phillip banks |

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]

16. Click the "Place Order" button at the bottom of the page.

You have completed your online payment. A receipt is also emailed to the email address provided in your user account.

Note: Your credit card statement or debit card line item will read ONLINE SCHOOL PYMNT for this order.