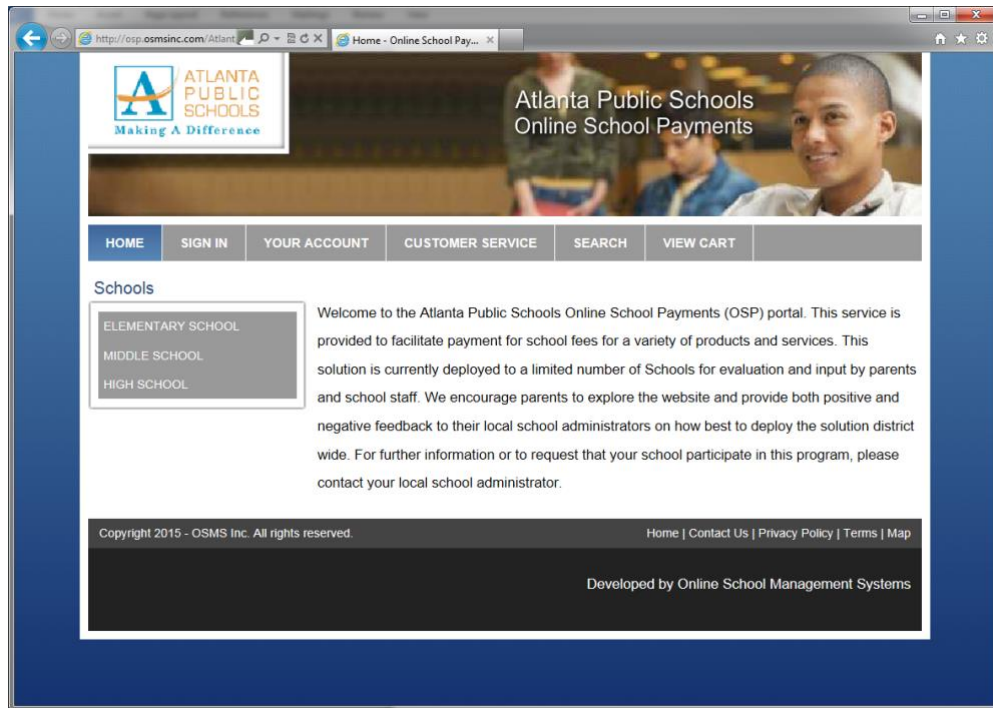


## Online School Payments – Parent Instructions

To purchase activities from your School District's Online School Payments (OSP) site:

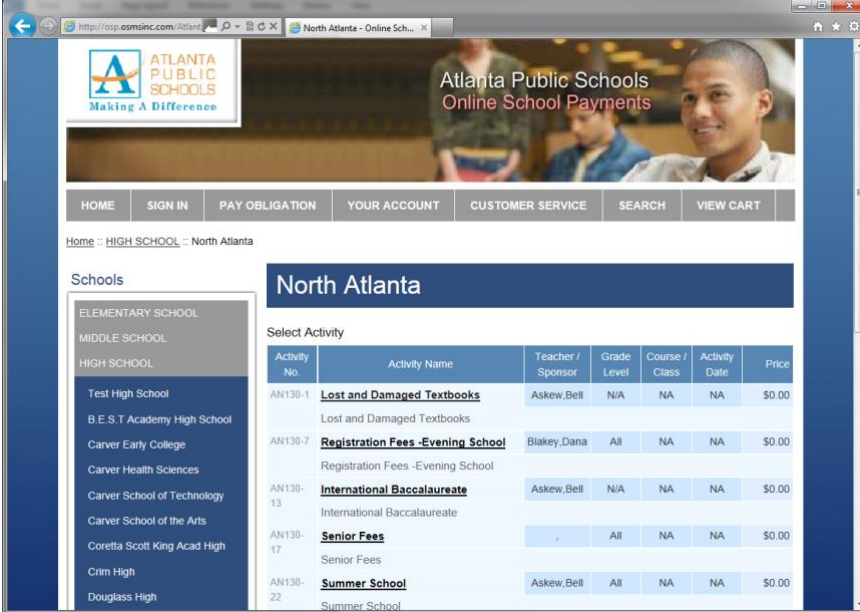
1. Navigate to the Online School Payments website from any Web browser. (Be sure to bookmark this page!)

Tip: For Fulton County Public Schools use: <http://osp.osmsinc.com/fultonga>



2. Locate your school from the categories on the left side of the page.

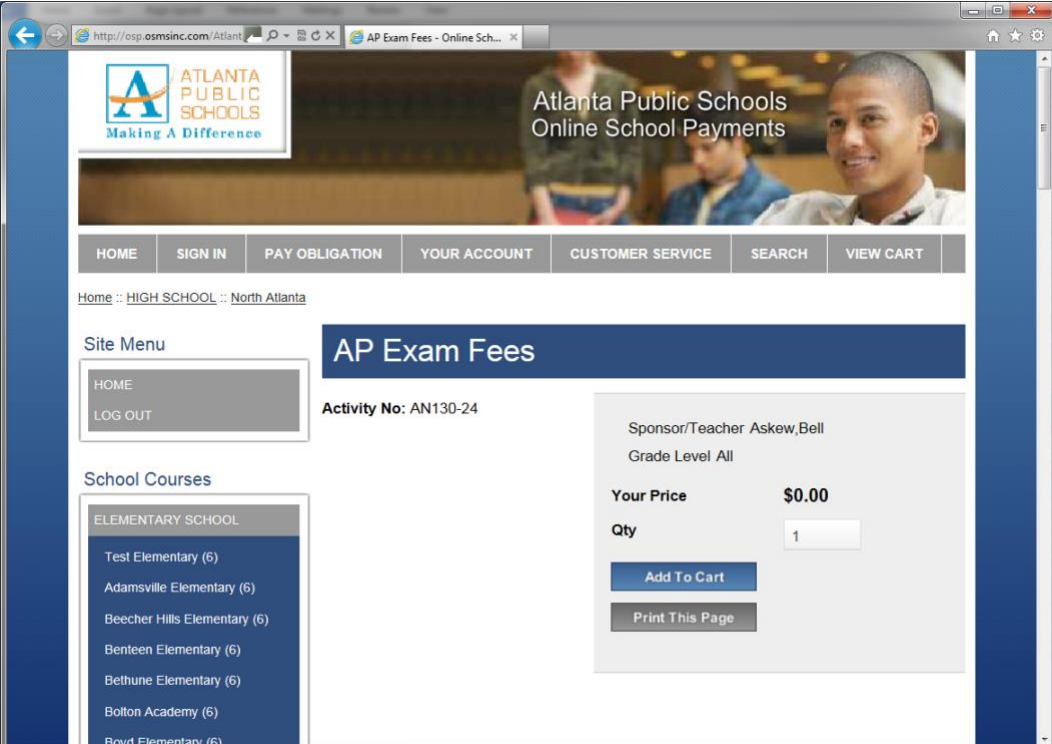
## Online School Payments – Parent Instructions (continued)



The screenshot shows the Atlanta Public Schools Online School Payments website. The header includes the logo and navigation links: HOME, SIGN IN, PAY OBLIGATION, YOUR ACCOUNT, CUSTOMER SERVICE, SEARCH, and VIEW CART. The main content area is titled "North Atlanta" and displays a table of activities for selection.

Activity No.	Activity Name	Teacher / Sponsor	Grade Level	Course / Class	Activity Date	Price
AN130-1	<u>Lost and Damaged Textbooks</u>	Askew,Bell	N/A	NA	NA	\$0.00
Lost and Damaged Textbooks						
AN130-7	<u>Registration Fees -Evening School</u>	Blakey,Dana	All	NA	NA	\$0.00
Registration Fees -Evening School						
AN130-13	<u>International Baccalaureate</u>	Askew,Bell	N/A	NA	NA	\$0.00
International Baccalaureate						
AN130-17	<u>Senior Fees</u>	-	All	NA	NA	\$0.00
Senior Fees						
AN130-22	<u>Summer School</u>	Askew,Bell	All	NA	NA	\$0.00
Summer School						

3. Select any activities you wish to purchase by clicking on the Activity Name.



The screenshot shows the Atlanta Public Schools Online School Payments website, specifically the "AP Exam Fees" page. The header includes the logo and navigation links: HOME, SIGN IN, PAY OBLIGATION, YOUR ACCOUNT, CUSTOMER SERVICE, SEARCH, and VIEW CART. The main content area displays the activity details for "AP Exam Fees" (Activity No: AN130-24).

Activity No: AN130-24

Sponsor/Teacher Askew,Bell  
Grade Level All

Your Price **\$0.00**

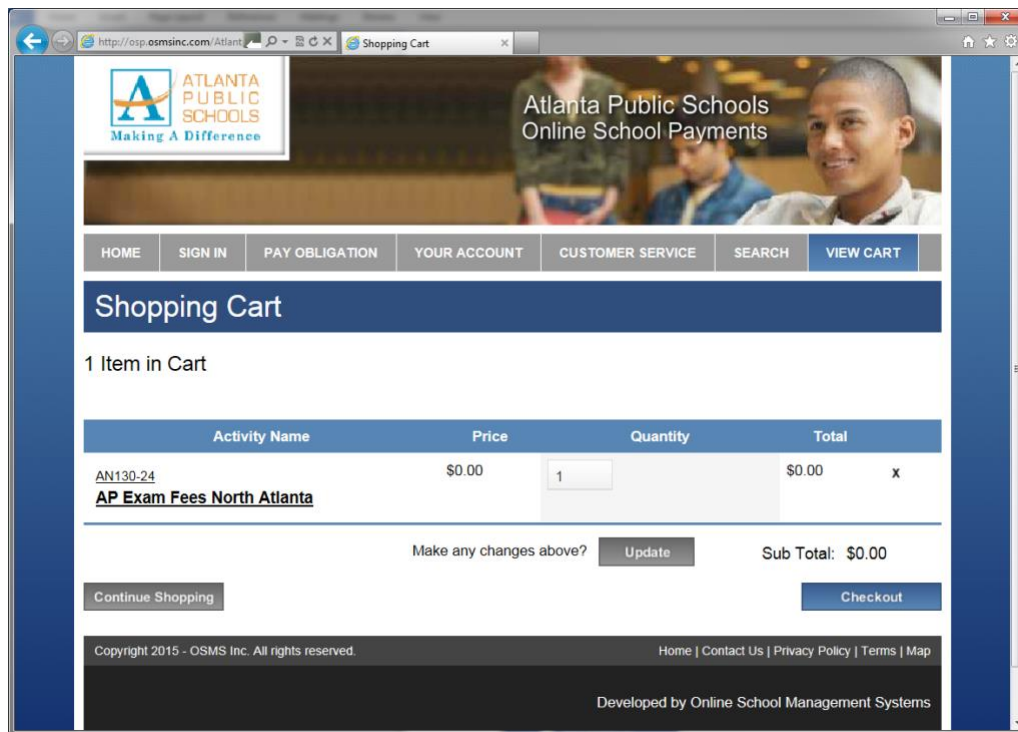
Qty

[Add To Cart](#)

[Print This Page](#)

4. Click Add to Cart to add this activity to your shopping cart.

## Online School Payments – Parent Instructions (continued)



5. Here you may Continue shopping to add additional activities (return to step 3) or press the Checkout button to complete the payment.
6. You will now be asked to login if a returning user or create an account if you are a new user.

## Online School Payments – Parent Instructions (continued)

The screenshot shows a web browser window with the URL <https://osp.osmsinc.com/at>. The page header features the Atlanta Public Schools logo with the tagline "Making A Difference" and the text "Atlanta Public Schools Online School Payments". A navigation bar includes links for HOME, SIGN IN, PAY OBLIGATION, YOUR ACCOUNT, CUSTOMER SERVICE, SEARCH, and VIEW CART. Below the navigation bar, there is a "Sign In" section with two columns: "Current Users" and "New Users".

**Current Users**

Username:

Password:

[Login](#)

[Forgot Your Password? Click Here.](#)

**New Users**

Username:

Email:

First Name:

Last Name:

Password must be at least 8 characters long.

Password:

Confirm Password:

Password Hint:

Password Answer:

[Create New](#)

- Next you will be asked to assign a student to each activity in your cart.

## Online School Payments – Parent Instructions (continued)

The screenshot shows the Atlanta Public Schools Online School Payments website. The header includes the logo and navigation links: HOME, SIGN OUT, PAY OBLIGATION, YOUR ACCOUNT, CUSTOMER SERVICE, SEARCH, and VIEW CART. The main heading is "Step 1 of 4 - Assign Student Profile to Activity". Below this, it says "1 Item in Cart" and provides an "Add Student Profile" button. A table lists the cart item:

Activity Name	Price	Select Student Profile	Assigned Student Profile	Total
AN130-24 <b>AP Exam Fees North Atlanta</b>	\$0.00	- Select Student Profile -		\$0.00

Below the table, the "Sub Total: \$0.00" is displayed, along with a "Next" button. The footer contains copyright information and links to Home, Contact Us, Privacy Policy, Terms, and Map.

8. If your student has already been added to the system, select their name from the Select Student Profile list box. Otherwise, click on the Add Student Profile button to add a new student, enter their information and press the Save Changes button.

The screenshot shows the "Edit Student Profile" screen. The left sidebar contains links for "Your Account" (ADDRESS BOOK, ORDER HISTORY, CHANGE EMAIL, CHANGE PASSWORD, CHANGE NAME, STUDENT PROFILE) and "Field of Study" (ELEMENTARY SCHOOL, Test Elementary, Adamsville Elementary, Beecher Hills Elementary, Benleen Elementary, Bethune Elementary, Bolton Academy, Boyd Elementary). The main form fields are:

- First, MI: Tyler
- Last: Watkins
- Student ID: 1024361
- School: North Atlanta

Buttons for "Cancel" and "Save Changes" are at the bottom.

9. OSP returns to the assign student screen where you can now select the student to assign to the activity and press the Next button.

## Online School Payments – Parent Instructions (continued)

Step 1 of 4 - Assign Student Profile to Activity

1 Item in Cart

Add Student Profile

Activity Name	Price	Select Student Profile	Assigned Student Profile	Total
AN130-24 AP Exam Fees North Atlanta	\$0.00	- Select Student Profile - - Select Student Profile - Walkins, Tyler		\$0.00

Sub Total: \$0.00

Next

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10. Next enter your address that will match the billing information you intend to use for payment and press the Next button to proceed.

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.

Bill To:

Country: United States

First, MI:

Last:

Address:

City:

State, Zip:

Phone:

WARNING - The zip code entered must be the same that is on your credit card statement. Failure to enter the correct zip code will cause your credit card transaction to be declined.

Previous Next

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Developed by Online School Management Systems

11. Enter your card information and click the Review Order button.



## Online School Payments – Parent Instructions (continued)

The screenshot shows the 'Step 3 of 4 - Payment' page. At the top, there is a header with the Atlanta Public Schools logo and navigation links: HOME, SIGN OUT, PAY OBLIGATION, YOUR ACCOUNT, CUSTOMER SERVICE, SEARCH, and VIEW CART. Below the header, the page title is 'Step 3 of 4 - Payment'. The main section is titled 'Payment:' and contains a 'Credit Card' section. This section includes a dropdown menu for 'Card Type' (currently showing '< Select A Card Type >'), input fields for 'Card Number', 'Exp. Date' (with month and year dropdowns), 'Security Code' (with a 'What's this?' link), and 'Name On Card'. At the bottom of the form are 'Previous' and 'Review Order' buttons. The footer contains copyright information for 2015 - OSMS Inc. and links to Home, Contact Us, Privacy Policy, Terms, and Map. It also states 'Developed by Online School Management Systems'.

12. Review your order and click the Place Order button to submit your order.

The screenshot shows the 'Step 4 of 4 - Review Order' page. At the top, there is a header with the same navigation links as the previous page. Below the header, the page title is 'Step 4 of 4 - Review Order'. The main section is titled 'Sold To:' and contains the following information: Tony Watkins, 123 Fake Street, McLean, VA 22102, United States, 555-555-5555. Below this is a table with the following data:

Activity No	Activity Name	Assigned Student Profile	Price	Quantity	Line Total
AN130-24	AP Exam Fees North Atlanta	Watkins, Tyler 1024361	\$0.00	1	\$0.00

Below the table, there is a summary section with the following information:

SubTotal:	\$0.00
Tax:	\$0.00
Shipping:	\$0.00
Handling Fee:	\$0.00
	\$0.00

At the bottom of the form, there is a checkbox with the text: '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.' Below this are 'Previous' and 'Place Order' buttons. The footer contains the same copyright information and links as the previous page, and it also states 'Developed by Online School Management Systems'.

13. Once the transaction is complete, OSP displays a Thank You message with the Order Number for this transaction.

## Online School Payments – Parent Instructions (continued)

A receipt is also sent to your email address and is always stored in your OSP account under the Your Account tab.

The screenshot shows a web browser window displaying an "Order Receipt" for "Online School Payment". The page features the Sunset County School District logo and a navigation menu with links: HOME, SIGN OUT, YOUR ACCOUNT, CUSTOMER SERVICE, SEARCH, and VIEW CART. A banner at the top right says "Expand Your Mind And Your Future". The main content area is titled "Thank You!" and displays "Order 1038" with a "Print This Page" button. Below this, the "Sold To" information is listed: Brad Pitt, 123 Fake Street, McLean, VA 22102, United States, 555-555-5555. A table lists the items purchased:

Activity No	Activity Name	Assigned Student Profile	Price	Quantity	Line Total
ZZ101-8	PE Uniforms	Jolie-Pitt_Zahara 000000000001	\$15.00	1	\$15.00
ZZ101-7	Homecoming	Jolie-Pitt_Zahara 000000000001	\$50.00	1	\$50.00
ZZ101-6	Yearbook Sales	Jolie-Pitt_Shiloh 000000000002	\$80.00	1	\$80.00
SubTotal:					\$145.00
Tax:					\$0.00
Shipping:					\$0.00
Convenience Fee:					\$0.00
					<b>\$145.00</b>

The browser window title is "Order Receipt - Online School Payment - Windows Internet Explorer". The address bar shows a URL from demo.osmnc.com. The status bar at the bottom indicates "Done" and "Internet" with a 100% zoom level.