



Generic Parent Purchase Instructions for School Activities

This document is the instructions for how parents can make purchases in the OSP eStore.

If you have any questions or comments, please contact the OSMS Support Desk either by emailing support@osmsinc.com or by calling 703-378-8299 ext. 204.

-The OSMS Support Desk

1. Navigate to the **Online School Payments website** from any web browser. This web address is custom to your school district.
2. Select your **school name** from **School sidebar** on the left side of the page. You may need to select the **Category Name** (that is Elementary Schools, Middle Schools, High Schools etc.) to display the school names.

A screenshot of the Online School Payments website interface. At the top left is the Sunset County Public Schools logo and the text "Sunset County Public Schools Online School Payments". To the right is a banner with the text "Online School Payments Solutions for K-12" and a photo of a student. Below the banner is a navigation menu with buttons for HOME, SIGN OUT, PAY OBLIGATION, YOUR ACCOUNT, CUSTOMER SERVICE, SEARCH, and VIEW CART. On the left side, there is a "Schools" sidebar menu with options: ELEMENTARY SCHOOL, MIDDLE SCHOOL, SECONDARY SCHOOL, HIGH SCHOOL, and ADMINISTRATIVE SCHOOL. To the right of the sidebar is a welcome message: "Welcome to the Sunset County Public Schools Online School Payments (OSP) portal. This service is provided to Sunset County School parents to facilitate payment for school fees for a variety of products and services." An arrow points from the "ELEMENTARY SCHOOL" option in the sidebar to the word "products" in the welcome message.

Home :: HIGH SCHOOL

Schools

- ELEMENTARY SCHOOL
- MIDDLE SCHOOL
- SECONDARY SCHOOL
- HIGH SCHOOL
- West Beverly Hills HS
- Sunnydale High School
- Harbor Hig. West Beverly Hills HS
- James Woods High School
- Bel-Air Prep
- Monroe High School
- James Buchanan High School
- ADMINISTRATIVE SCHOOL

HIGH SCHOOL



Please select a High School from t

3. Select any **Activities (sale items)** you wish to purchase by selecting the **Activity Name**.

Home :: HIGH SCHOOL :: West Beverly Hills HS

Schools

- ELEMENTARY SCHOOL
- MIDDLE SCHOOL
- SECONDARY SCHOOL
- HIGH SCHOOL
- West Beverly Hills HS
- Sunnydale High School
- Harbor High School
- James Woods High School
- Bel-Air Prep
- Monroe High School
- James Buchanan High School
- ADMINISTRATIVE SCHOOL

West Beverly Hills HS

A 4% + \$.35 fee will be added to the purchase price of a school purchase as a site service fee. This fee is not collected by SCPS, but is a processing fee of the company hosting the site. This is some extra text to show the class.

Activity No.	Activity Name	Teacher /	Level	Course /	Activity	Price
		Class		Class	Date	
22101-345	Baseball T. Shirt Our newest shirt.	Pacino,Al	N/A	NA	NA	\$15.00
22101-346	Agenda Fee 2014-2015 Agendas for the current school year.	Grant,Cary	N/A	NA	NA	\$15.00
22101-387	Gym Uniforms You will need these for Gym Class	Pacino,Al	All	NA	NA	\$10.00
22101-378	A Charlie Brown Christmas The drama club presents A Charlie Brown Christmas open to the general public.	Eastwood,Clint	N/A	NA	NA	\$20.00
22101-338	Driver's Ed Session 1-a 2014 Must complete forms etc. Payments due by 7/1.	Pacino,Al	N/A	NA	7/8/2013	\$45.00

- This will take you to the **Item page**. Select the **Add to Cart** button to add this item your **Shopping Cart**.

Home :: HIGH SCHOOL :: West Beverly Hills HS

Site Menu

- HOME
- LOG OUT

School Courses

- ELEMENTARY SCHOOL**
 - Springfield Elementary
 - Jefferson Elementary
 - South Park Elementary (4)
 - Little Dipper Elementary
- MIDDLE SCHOOL**

Baseball T Shirt

Activity No: ZZ101-345

Sponsor/Teacher Pacino,Al

Grade Level N/A

Your Price **\$15.00**

Qty 1

Add To Cart

Print This Page



- This will take you to the **Shopping Cart page**. You may either select the **Continue Shopping button** to add more items to your **Shopping Cart** (return to step 3) or press the **Checkout button** to complete the payment.

- HOME
- SIGN OUT
- PAY OBLIGATION
- YOUR ACCOUNT
- CUSTOMER SERVICE
- SEARCH
- VIEW CART

Shopping Cart

3 Items in Cart

Activity Name	Price	Quantity	Total	
<u>ZZ101-345</u> Baseball T Shirt West Beverly Hills HS	\$15.00	1	\$15.00	x
<u>ZZ101-346</u> Agenda Fee 2014-2015 West Beverly Hills HS	\$15.00	1	\$15.00	x
<u>ZZ101-387</u> Gym Uniforms West Beverly Hills HS	\$10.00	1	\$10.00	x

Make any changes above?

Update

Sub Total: \$40.00

Continue Shopping

Checkout

