

ONLINE INSTRUCTIONS

1. Open **<https://osp.osmsinc.com/CalcasieuLA/>** in any web browser.
2. Hover over Middle School and choose **LeBlanc Middle** from the drop-down menu.
3. Select items you would like to pay for (Registration Fee, T-Shirt, Yearbook) and **add to cart**.
4. Once you have chosen your items, **click on the shopping cart** in the upper right corner.
5. Click **Checkout under the total**.
6. If you are not already signed in, the website will ask you to **sign in or create a new parent account**.
7. This will then start the Check Out process. For each individual line item, you will need to select a student profile to give them credit for that item. Next to select a Student Profile, click on the down arrow to display your student(s) name. (If your list of students is empty, select the add student profile on the top right). **Then click next**.
8. On the address page, **type in your billing information**. If there is any difference, be sure it's your correct billing address that is associated with your credit card. **Then click next**.
9. On the Order Review page, please make sure the order looks correct. **Select the box to agree** to the Terms and Conditions, **then click next**.
10. On the payment page, enter your credit card information. Click Place Order.
11. Please **print your receipt** and bring it with you to registration on **August 8th**.

If you have any questions, please contact us or the OSP Support Desk.

LeBlanc Middle School
337-217-4510 Ext. 1123

or

OSMS Support Desk
703-378-8299 Ext. 204
Email: support@osmsinc.com