



WW Lewis Middle School

Online Payment Instructions

We will be accepting ONLINE PAYMENTS for Registration this school year!

Online Registration will be open July 1st-August 6th.

You will need to know your student's ID number.

This number can be found on their report card or on the Student Progress Center website.

Club and Enrichment class fees will be open on August 19th.

Please bring your receipt with you to Registration on Friday, August 9th 10am-2pm to pick up your student's schedule and t-shirts purchased.

Instructions:

1. Open **osp.osmsinc.com/CalcasieuLA** in any web browser.
2. Hover over **Middle School** and choose **WW Lewis** from the drop-down menu.
3. **Select items** you would like to pay for (Registration fee, tshirt, etc) and **add to cart**.
4. Once you have chosen all 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 the Select Student Profile, click on the down arrow to display your student(s) name(s). (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's any difference, be sure it's your 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.

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

WW Lewis Middle School
337-217-4700 ext. 5806
Email:

OSMS Support Desk
703-378-8299 ext. 204
Email: