

## Pay Registration Online:

**Wednesday, June 1<sup>st</sup> through Monday, August 1<sup>st</sup>**

### Online Payment Instructions:

1. <https://osp.osmsinc.com/CalcasieuLA/>
2. Under HIGH SCHOOL click **Sulphur High – 9<sup>th</sup> Grade Campus**
3. Select the items you would like to purchase and add to CART. You must pay for the Registration Fee before or at the same time as purchasing other items.
4. Once you are finished, click on the **SHOPPING CART** in the top right-hand corner. Check over everything and make sure it is correct.
5. Click **CHECKOUT**.
6. If you already have an account, log in. If not, you will need to create an account.
7. Click **ADD STUDENT** to add your student. This is when you will need your **Student's ID number**.
8. For each individual item you will need to select your **Student** from the drop-down box under **Student Profile**. Click **NEXT** when done.
9. The next screen will be your **billing address information**.
10. Please check over the next screen to ensure that everything is correct. **Select the box** to agree to the payment terms and conditions, then click **NEXT**.
11. Enter your payment information and click **PLACE ORDER**. **Print your receipt and bring it to registration.**