



W. T. Henning Elementary

Online Payment Instructions

Registration fees MUST be paid online this year!

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.

Instructions:

1. Open osp.osmsinc.com/CalcasieuLA in any web browser.
2. Hover over **Elementary School** and choose **W.T. Henning** from the drop-down menu.
3. **Select items** you would like to pay for (Registration fee, t-shirt, 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. A copy of your payment will be sent to the school.

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

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OSMS Support Desk
703-378-8299 ext. 204
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