Thank you for using Online School Payments (OSP)! To get started, please follow the instructions below. To watch a video on how use the OSP Web Store, please see: tinyurl.com/OSPPurchase

**Parent Store and Parent App**

- **OSP Store** – where parents can purchase items online. To find your store: osmsinc.com/login/
- **OSP the app** – optional mobile app so parents can buy items. More info: osmsinc.com/osp-parent-app-release/

**How to Login**

1. Select your School District as a parent
2. Enter or create a Username and Password
   - In the **OSP store**, select log in (person icon in top right corner)
   - In the **OSP app**, parents must log in → select state, district, school category, and school as needed

**How to Complete your Purchase**

1. Login and determine if you need to buy ala cart items or if you need to pay a student debt/invoice/obligation
   - Ala cart items can be found under your school or department name. Please select its category then select the school name. For example: Springfield is listed under Elementary.
   - Everything else can be found on the Pay Obligation page in the main blue bar or by will display directly under the student’s name in the app
2. Go to Shopping Cart to confirm items
3. Continue to Checkout.
   - Add Student Profiles, billing info, agree to payment terms, add any notes if desired, and add credit card information.
4. Select the Place Order button. A successful purchase will show an Order Number and issue you a receipt via email

**How to Add Students**

1. Login into the **OSP Store or App**
2. Select Add New Student Profile → Add details like First Name, Last Name, and Student ID → Save
   - In the **OSP Store**
     o If checking out, on Step 1 of 4 → select the Add Student Profile button in top right corner.
     o If logged in, go to the Your Account page → Account Menu → Student Profile → Add Student Profile
   - In the **OSP App**
     o Main Settings icon (≡) in the top left → Add Student
3. Your Student Profile should now be saved and you can now continue with your purchase

**Support Team Help**

If you have any questions about Online School Payments or need any assistance getting started, please contact the OSMS support team first at support@osmsinc.com or 703-378-8299 x204.