

Online School Payments Parents Quick Start



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**
 - If checking out, on **Step 1 of 4** → select the **Add Student Profile button** in top right corner.
 - If logged in, go to the **Your Account page** → **Account Menu** → **Student Profile** → **Add Student Profile**
 - In the **OSP App**
 - **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**.