



Lakeview Elementary

*some of the images might vary in appearance

1. Navigate to the **Online School Payments website** from any web browser
<http://osp.osmsinc.com/wilsontn>
2. Select **Lakeview Elementary** from the top categories under **Elementary**.



After you select Lakeview Elementary School proceed to #3.

- Select any **Activities** from the left hand side that you wish to purchase by selecting the **Activity Name**. For the purpose of this instruction we will select and use **Class Fees**. Find and select the **grade level** that your student is currently in.

The screenshot shows the Wilson County Schools Online School Payments interface. The breadcrumb trail is: HOME :: ELEMENTARY :: LAKEVIEW ELEMENTARY SCHOOL :: 3RD GRADE CLASS FEES. The left sidebar shows a tree view with '3rd Grade Class Fees' selected. The main content area displays a table with one item:

Select	Image	Activity No.	Activity Name	Teacher/Sponsor	Grade	Course/Class	Act. Date	Price
<input checked="" type="checkbox"/>	NO IMAGE AVAILABLE	EE020-VAR45	Mrs. Ferrell - Class Fees Classroom fees are collected for consumable supplies and materials to be used by the class.	NA	NA	NA	NA	\$0.00

An 'Add to Cart' button is located below the table.

- This will populate the teachers in that grade level. **Select the teacher**. Once you select the teacher you will see screen below. Description is optional. However adjust the dollar amount in the "Price" box to your class fee donation. Then proceed by selecting **Add to Cart**.

The screenshot shows the Wilson County Schools Online School Payments interface for the 'MRS. FERRELL - CLASS FEES' page. The breadcrumb trail is: HOME :: ELEMENTARY :: LAKEVIEW ELEMENTARY SCHOOL :: 3RD GRADE CLASS FEES :: MRS. FERRELL - CLASS FEES LAKEVIEW ELEMENTARY SCHOOL. The left sidebar shows a tree view with '3rd Grade Class Fees' selected. The main content area displays a product card for 'Mrs. Ferrell - Class Fees' with a description box and a price field.

MRS. FERRELL - CLASS FEES SKU EE020-VAR45

Mrs. Ferrell - Class Fees

Description:

You can leave this box blank if you'd like. Change the dollar amount below to your class fee donation amount.

Qty: 1 Price: \$ 15.00

Add to Cart

Classroom fees are collected for consumable supplies and materials to be used by the class. These funds are used to enhance the teacher's instructional program. Teachers may use the funds to purchase expendable supplies such as copy paper, construction paper, drafting paper, transparencies, workbooks, test prep, vocational lab supplies, teacher resource books, markers, ink, bulletin board aides, etc.

- This will take you to the **Shopping Cart** page. You may either select the **Continue Shopping** button to add more items to your **Shopping Cart** (return to step 3) or press the **Checkout button** to complete the payment. Be aware that there is a **Service Fee** associated with making payments online.

Wilson County Schools
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Home Elementary Middle High Alternative Primary PTSO Pay Obligation

SHOPPING CART 1

MRS. FERRELL - CLASS FEES EE020-VAR45

Qty: 1 Price: \$15.00

Continue Shopping

Sub Total:	\$15.00
Service Fee:	\$0.95
Tax:	\$0.00
Total:	\$16.95

Make any changes to the products in your cart?
Click [Update](#) to refresh your total.

Update Checkout

Home | Contact Us | Privacy Policy | Terms | Map

- If you are not already logged in, the system will redirect you to the **Sign In page**. You will now be asked to **login** if you've used the system before or to **create a parent user account**.

HOME SIGN IN PAY OBLIGATION YOUR ACCOUNT CUSTOMER SERVICE SEARCH VIEW CART

Home :: Sign In

Sign In

Current Users

Username:

Password:

Login

[Forgot Your Password? Click Here.](#)

New Users

Username:

Email:

First Name:

Last Name:

Password must be at least 8 characters long.

Password:

Confirm Password:

Password Hint:

Password Answer:

Create New

- This will then start the **Check Out process**. There are 4 steps, 1 step per page.

The 1st page is **Step 1 of 4 – Assign Student Profile To Activity**. For each individual line item, you will need to select a Student Profile to give them credit for that item. In this case we only selected one item, but if you have more than one student you could have multiple items in your cart. **Select Student Profile**, click on the down arrow to display your student names. Highlight the name to select and give them credit. Select the **Next button** when complete.

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STEP 1 OF 4 - ASSIGN STUDENT PROFILE TO ACTIVITY

1 Item in Cart

Use the **Select Student Profile** dropdown box for each item in your cart unless the activity has "No Profile Required" indicated in grey. If you do not have students assigned to your profile to select in this drop down, please click the grey **ADD STUDENT PROFILE** button to add student(s) to your profile.

Activity Name	Price	Select Student Profile	Assigned Student Profile	Total
EE020-VAR45 Mrs. Ferrell - Class Fees	\$15.00	-Select Student Profile-		\$15.00

Subtotal: \$15.00

Next

Select Student Profile

- Select Student Profile -
- Select Student Profile -
- Jolie-Pitt ,Zahara
- Jolie-Pitt ,Pax
- Jolie-Pitt ,Shilo
- Pitt ,Knox

- Select Student Profile -
- Select Student Profile -

- If your list of students is empty, select the **Add Student Profile** button to the top right.

Add your student's info, and then select the **Save Changes button**. Please enter your **Student ID Number**. You can find your student's ID Number on their **Student ID card**, **cafeteria card**, or by accessing **Skyward**. Your student's ID Number will start with 950xxxxxx. After you add them, you will be taken back to the page where you can select and assign the student profile as instructed in #7.

YOUR ACCOUNT - WELCOME BACK SOARING EAGLE

Account Menu

Address Book
Order History
Change Email
Change Password
Change Name
Student Profile

ADD STUDENT PROFILE

First Name :

Soaring

Middle Name :

Last :

Eagle

Student ID :

950xxxxxx

Cancel

Save

Please enter your **Student ID Number** . You can find your student's ID Number c

- Next, on the **Step 2 of 4 – Address page**, type in your billing information. If there's any difference, be sure it's billing not home address. Select the **Next button** when finished.

STEP 2 OF 4 - ADDRESS

Please enter your credit card billing address information. The name and address below must match those used by your credit card company exactly or the transaction will not be approved or processed.

Bill To:

First Last

Country

Address

City State Zip

Phone

10. Next, on the **Step 3 of 4 – Review Order page**, please make sure the order looks correct. Select the **box** to agree to the **Terms and Conditions**, and then select the **Next** button.

STEP 3 OF 4 - ORDER REVIEW

Sold To:
Soaring Eagle
6211 Saundersville Rd
Mt. Juliet, TN 37122
United States
6157588619

Activity Name	Assigned Student Profile	Price	Quantity	Line Total
EE020-VAR45	Eagle_Soaring	\$15.00	1	\$15.00
Mrs. Ferrell - Class Fees	950xxxxx			

Purchase Notes (Not Required)

[Empty text box for purchase notes]

Subtotal	\$15.00
Tax	\$0.00
Service Fee	\$0.95
Amount Due:	\$15.95

By selecting this box the user agrees to the payment terms outlined by Online School Management Systems Inc. Credit Card and eCheck transactions will appear as ONLINE SCHOOL PYMNT on your billing statement. Please direct all billing disputes to your local school administrator.

11. Finally, on the **Step 4 of 4 – Payment page**, type in your credit card information and when ready select the **Place Order** button when finished.

STEP 4 OF 4 - PAYMENT

Payment:

Credit Card

Card Type

< Select A Card Type > ▾

Card Number

Exp. Date

-- ▾ / ---- ▾

Security Code

What's this?

Name On Card

Online School Management Systems credit card processors are compliant to the highest Payment Card Industry (PCI) standards. This information, and will never share your personal information with anyone.

Previous

Place Order

12. Once the transaction is successfully completed, a **Thank You message** with the **Order Number** will display. A receipt is also sent to your email address and is always stored in your OSP account under the **Your Account tab**.