Online School Payments (OSP) Parent User Guide for EDEP Payments

May, 2014
OSP User Guide

Table of Contents
Overview .................................................................................................................................................. 2
Site Information .................................................................................................................................... 2
  Account Setup .................................................................................................................................... 3
  Making a Tuition Payment .................................................................................................................. 5
Overview
Online School Payments (OSP) is a school activity funds payment solution that allows parents, students, and guardians to pay with a credit or debit card online using a web browser from any location, 24 hours a day. Parents can go online, view activities, add them to a shopping cart, check out and pay by using a credit card. A receipt is emailed to the purchaser and subsequent email is sent to the Teacher/Sponsor of the activity notifying them that a payment has been received for a student.

Site Information

There are a couple of ways to access Online School Payments:

1. From your student’s school’s website, click on the blue button as shown below:

2. Open your internet browser and enter the web address of the Parent Portal Site (osp.osmsinc.com/Volusia) as shown below:

The Parent Portal Site home page looks like this:
Account Setup

All parents/purchasers must set up an account prior to the final checkout. This can be done at any time by clicking on the Account button and entering a username, email address, first & last name, and a password under New Users. The password must be at least 8 characters long. The password hint and answer are not required fields. When finished entering the data, click on the Create New button.

Returning users are only required to enter their username and password on the left side of the screen.

Once an account has been set up, your student must be added to your profile. Click on Student Profile as shown below:
Click on the Add Student Profile button.

Enter the student’s first and last name, and student ID. The middle name is not required. The first and last name fields are not case sensitive, but the student ID field is. **You must enter a “1” before the alpha ID and the alpha ID must be in ALL CAPS** (ex. 1ABCD). Click on the Save Changes button.

If you did not use all caps for the student ID, you may have received the following error message:

**Edit Student Profile**

X Student ID or Last Name doesn't match our school records. Please contact the student school administrator.

Once all information has been entered correctly, the selected student will appear under your student profile. To add more students, click on the Add Student Profile button and repeat the process.
Making a Tuition Payment

A parent/purchaser will access OSP either via a hyperlink on the school’s home page linking to the OSP portal directly associated with the school or by entering the web address on his/her internet browser.

If using the internet browser, click on the Other Payment tab.

On the Summary Obligation Payment screen, choose your student from the “Select Student Profile” dropdown list. Then select the school your student attends from the dropdown list. Choose Tuition from the “Obligation Type” dropdown list. Type in the amount to pay using decimals but no dollar signs (ex. 40.50). Since you are only allowed to choose one student from the student profile, use the “Describe Obligation” area to enter additional student names. Once you are finished, click on the Add To Cart button.
The Shopping Cart screen appears. Click on the Checkout button:

If this is the first time you have used this site, enter the requested information under “New Users” and then click on the “Create New” button (refer to the Account Setup section of this manual). Returning users can enter their username and password under “Current Users”.

The Step 1 of 4 – Assign Student Profile to Activity screen will appear. If this is the first time you have used this site, you will need to add a student profile to your account (refer to the Account Setup section of this manual). Click on the Next button.
Step 2 of 4 - Address asks for your name, address, and phone number. Once you have entered everything, click on the “Next” button.

Step 3 of 4 - Payment asks for your credit card information. This information is not stored on the website and will have to be reentered each time for security purposes. Click on Credit Card and enter credit card information. Click on the “Review Order” button.
Step 4 of 4 – Review Order: Your order should now appear on the screen. Once all information has been verified, check the payment terms box and click on the “Place Order” button.

Your order will be processed and your account charged. The handling fee is 4% of the total for each online transaction.