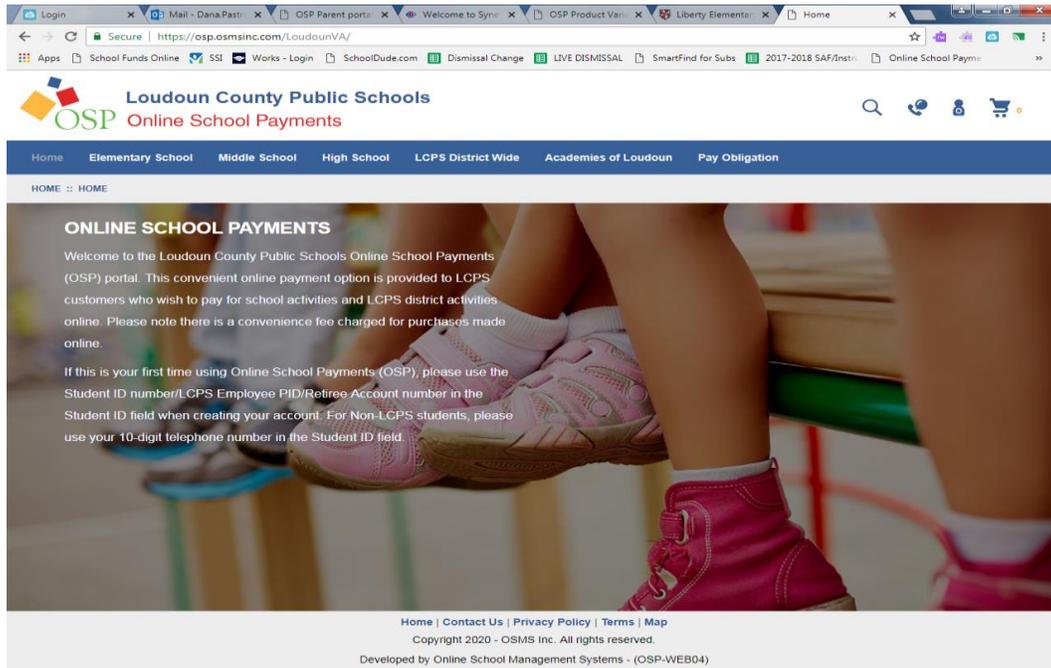


## ONLINE SCHOOL PAYMENTS (OSP) – PARENTS’ INSTRUCTIONS

1. Navigate to the **Online School Payments website** (<https://osp.osmsinc.com/LoudounVA>) from any web browser.
2. Select **Liberty Elementary** from the tab at the top of the page. You will need to hover over the **Category Name** (that is, Elementary Schools, Middle Schools, High Schools, etc.) to display the school names).



3. Select any **Activities (sale items)** you wish to purchase by selecting the **Activity Name**.

### LIBERTY ELEMENTARY SCHOOL

A 4% fee plus a \$.35 per transaction fee will be added to the purchase price of a school purchase as a site service fee. This fee is not received by LCPS, but is a processing fee of the company hosting the site for maintenance and updates.

If you wish to avoid the non-refundable convenience fee of 4% plus a \$.35 per transaction fee then cash or check payment methods are available to you at the local school.

Select	Image	Activity No.	Activity Name	Teacher/Sponsor	Grade	Course/Class	Act. Date	Price
<input type="checkbox"/>	NO IMAGE AVAILABLE	DB056-18	<b>Kindergarten-Burnheimer</b> Burnheimer's Kindergarten Class Activities	ES,LIBERTY	Kindergarten	NA	1/1/1900	\$0.00
<input type="checkbox"/>	NO IMAGE AVAILABLE	DB056-22	<b>Kindergarten-Diana</b> Kindergarten-Diana	ES,LIBERTY	Kindergarten	NA	1/1/1900	\$0.00
<input type="checkbox"/>	NO IMAGE AVAILABLE	DB056-29	<b>Kindergarten-Luik</b> Kindergarten-Luik	ES,LIBERTY	Kindergarten	NA	1/1/1900	\$0.00

[Add to Cart](#)

- This will take you to the **Item page**. Select the **Add to Cart** button to add this item to your **Shopping Cart**.

BURNHEIMER FIELD TRIP *SKU DB056-19*

NO IMAGE  
AVAILABLE

**Burnheimer Field Trip**

Kindergarten-

Burnheimer

Qty  Price : \$11.00

**Add to Cart**

Kindergarten field trip to the Interactive Children's Science Center Lab in Fairfax, VA.

- 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.

SHOPPING CART 1

BURNHEIMER FIELD TRIP LIBERTY ELEMENTARY SCHOOL *DB056-19*

X

Qty  Price : \$11.00

**Continue Shopping**

Sub Total:	\$11.00
Service Fee:	\$0.79
Tax:	\$0.00
<b>Total:</b>	<b>\$11.79</b>

Make any changes to the products in your cart?  
Click *Update* to refresh your total.

**Update**

**Checkout**

- 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**.

SIGN IN

**Current Users**

**New Users, Please Create an Account**

To create a new account please fill in each of the form fields below.

Username

Password   
*Password must be atleast 8 characters long*

Remember Me [Forgot Username/Password?](#)

**Login**

Username

Email

First Name

Last Name

Password  *8+ characters*

Confirm Password

Password Hint

Password Answer

**Create New**

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 the credit for that item. Next to the **Select Student Profile**, click on the down arrow to display your student name(s). If your list of students is empty, select the **Add Student Profile** on the top right.

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.

Add Student Profile

Activity Name	Price	Select Student Profile	Assigned Student Profile	Total
DB056-19 Burnheimer Field Trip Liberty Elementary School	\$11.00	-Select Student Profile-		\$11.00
<b>Subtotal:</b>				<b>\$11.00</b>

Next

Add your student's info, and then select the **Save** button. Be sure to follow any instructions regarding Student ID Numbers. Now that the student profile(s) is created, assign each required item to a student profile and click **Next**.

8. Next, 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. 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

Previous Next

9. Next, on the **Order Review 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

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**Sold To:**

Doe Jane  
98765 Any Street  
Anytown, VA 20152  
United States  
703-957-4370

Activity Name	Assigned Student Profile	Price	Quantity	Line Total
DB056-19	Jingleheimer ,John	\$11.00	1	\$11.00
Burnheimer Field Trip Liberty Elementary School	987654			

**Purchase Notes (Not Required)**

Subtotal	\$11.00
Tax	\$0.00
Service Fee	\$0.79
<b>Amount Due:</b>	<b>\$11.79</b>

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.

Previous

Next

10. Finally, on the **Payment page**, type in your credit card info. Select the **Place Order button** when finished.

### STEP 4 OF 4 - PAYMENT

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**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. The online school payment solution never retains access to or stores credit card information, and will never share your personal information with anyone.

Previous

Place Order

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