This document contains the instructions on how to make a payment through the parent store for Student Obligations.

**Login**

1. Navigate to the Online School Payments website from any web browser.  
   *The web address is custom to your school district.*

2. Select the My Account Icon on the top right of the screen.

3. If you are a new user you will need to create a new account in order to continue. If you are a returning user, log in to your account.

Questions? Contact the Support Team at support@osmsinc.com.
Add Student(s)

1. To add student(s) to your account, select Student Profile from the list on the left then Add Student Profile.

2. Input the following information:
   a. First Name
   b. Middle Name - Optional
   c. Last Name
   d. Student ID
3. Click Save and repeat if necessary.

How to Make a Payment Online

1. After logging in, select the tab Pay Obligation.

2. Select a student from your profile and which school to pay towards.

Questions? Contact the Support Team at support@osmsinc.com.
a. The student's current unpaid obligations will show below.

<table>
<thead>
<tr>
<th>ID</th>
<th>Description</th>
<th>Oblig Type</th>
<th>Obl Date</th>
<th>Amount</th>
<th>Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZY985-000000000002</td>
<td>PE Fee</td>
<td>Student Obligation</td>
<td>04/01/2020</td>
<td>$3.00</td>
<td></td>
</tr>
<tr>
<td>ZY985-000000000001</td>
<td>Lost Book</td>
<td>Student Obligation</td>
<td>03/04/2020</td>
<td>$7.00</td>
<td></td>
</tr>
</tbody>
</table>

3. Click the checkboxes for the obligation(s) that are being paid under **Pay**.
4. Click **Add to Cart**.
   a. Repeat above steps for multiple students that are at the same school.
5. Once ready, click **Checkout** in the shopping cart.

6. Follow Steps 1 Through 4 of the checkout process.
   a. Step 1 - Assign Student Profile: Already completed for you, click **Next**.
   b. Step 2 - Billing Address: Enter Billing Information then click **Next**.
   c. Step 3 - Order Review: Enter any notes, Agree to Payment Terms, and Click **Next**
   d. Step 4 - Payment, Enter in credit card information and click **Place Order**
7. The system will process the payment and generate a receipt for you

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