

Online School Payments (OSP)-Parent instructions:

- Website: <http://osp.osmsinc.com/WilliamsonTN>
- Locate the school from left hand side of the page.
- Select the activity (Activity Name) you wish to purchase.
- Click activities to add to your shopping cart.
- Select Checkout button.
- You will now be asked to login in as a returning user or you will create an account if you are a new user.
- You will be asked to assign a student to each activity in your cart.
- If your student has already been added to the system, select their name from the Select Student Profile list box. Otherwise, click on the Add Student Profile button to add a new student, enter their information (You will be asked for the student pin number. This is a number you will create and hopefully remember for future use ex. phone number or child's name). Once the student information is entered be sure to press the Save Changes button.
- OSP returns to the assign student screen where you can now select to assign the activity and press the Next button.
- Next enter your address that will match the billing information you intend to use for payment and press the Next button to proceed.
- Enter your card information and click the Review Order button.
- Review your order and click the Place Order button to submit your order.
- Once the transaction is complete, OSP displays a Thank You message with the Order Number for this transaction.
- A receipt will be sent to your email address and your teacher will receive email confirmation. This information is always stored in your OSP account under the Your Account Tab.