

Online School Payments (OSP)-Parent instructions:

- Website: <http://osp.osmsinc.com/WilliamsonTN>
- Locate our school (Spring Station) from left hand side of the page.
- Select the activity you wish to purchase - (ie: SCHOOL SUPPLIES AND FEES)
- Click activity 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.
- 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 is also sent to your email address and is always stored in your OSP account under the Your Account Tab.