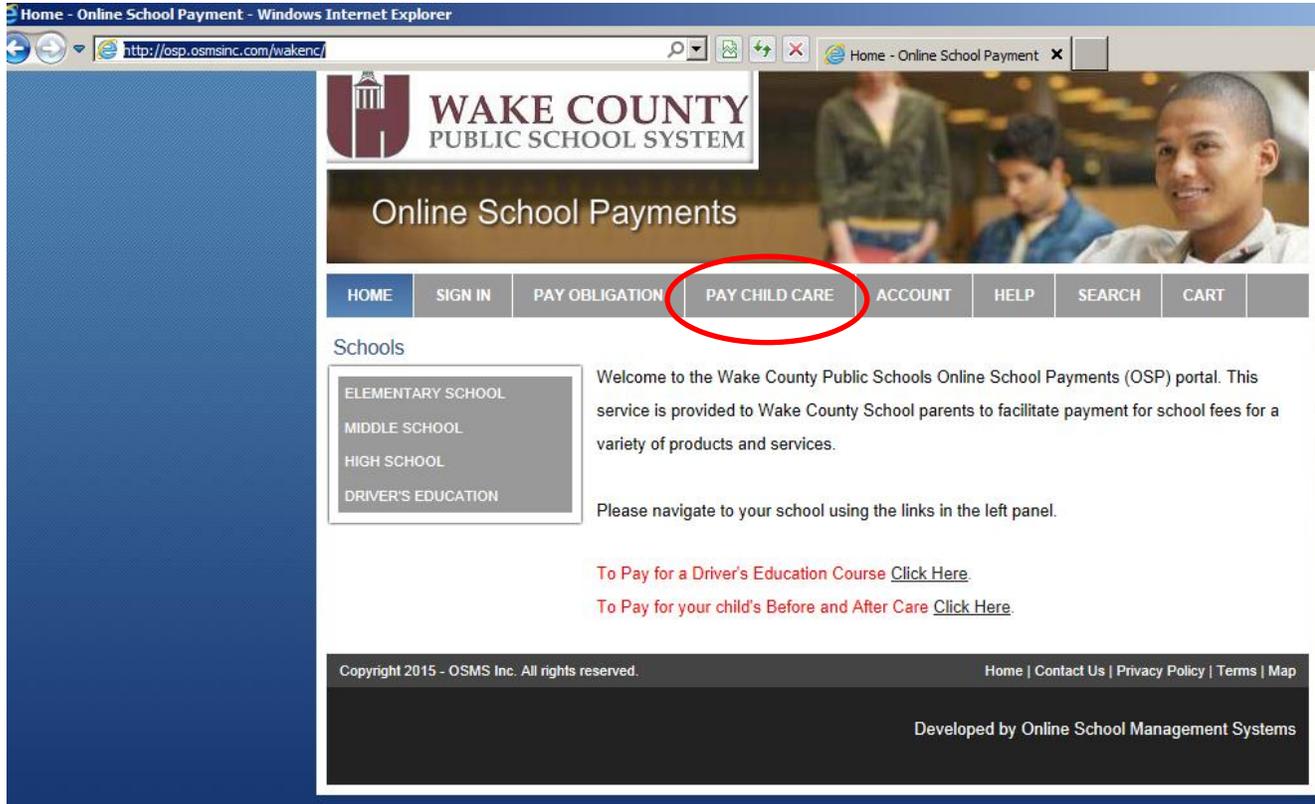


Instructions for paying for Child Care Online

1. Open a web browser and go to the following web address <http://osp.osmsinc.com/wakenc/>
2. Click on the “Pay Child Care” button



3. If you are a new user fill out the appropriate fields on the right hand column of the Sign In Screen and click the “Create New” button. If you are an existing user log in using your user credentials in the left hand column and click the “Login” button

Sign In

Current Users	New Users
Username: <input type="text"/>	Username: <input type="text" value="mbohn4"/>
Password: <input type="password"/>	Email: <input type="text" value="mbohn@osmsinc.com"/>
<input type="button" value="Login"/>	First Name: <input type="text" value="Michael"/>
Forgot Your Password? Click Here	Last Name: <input type="text" value="Bohn"/>
	<small>Password must be at least 8 characters long.</small>
	Password: <input type="password" value="••••••••"/>
	Confirm Password: <input type="password" value="••••••••"/>
	Password Hint: <input type="text" value="Son's Birthday is?"/>
	Password Answer: <input type="text" value="october 24"/>
	<input type="button" value="Create New"/>

4. Select the student for which you are making a payment. If no students or the student you are making a payment for are not listed you will need to add them to your user profile.

a. To add a student to your profile click the link underneath the “Select Student Profile” field

Child Care Payment

Online child care payments is currently only available for the selected schools listed below. After the pilot evaluation phase is completed, this service will be available to the remaining child care schools. To calculate your child care payment, click [here](#) to review the payment terms document.

Select Student Profile Select Student Profile

(if Student is not listed add them by clicking here)

b. Enter in the First Name, Middle Initial, Last Name and Student ID for the Student then click the “Save Changes” button.

If you do not know your child's student ID you can use your phone number.

Edit Student Profile

First, MI:

Last:

Student ID:

If you are registering for a Driver's Education Course, please use the student's birthdate as "Student ID". If you are paying for child care and do not know your child's "Student ID", a phone number will be acceptable.

c. You will now see the student in the ‘Select Student Profile’ Field. You will only need to add the student to your profile one time, it will be saved to your user profile from now on.

Child Care Payment

Online child care payments is currently only available for the selected schools listed below. After the pilot evaluation phase is completed, this service will be available to the remaining child care schools. To calculate your child care payment, click [here](#) to review the payment terms document.

Select Student Profile Bohn ,Lucas

(if Student is not listed add them by clicking here)

- Select the Child Care School for which you are making payment.
- Select either Before or After School (If you need to make payment for both you will need to add the first payment to your cart and then go back and enter in the payment information for the other and add it to your cart, then you can checkout and pay for both at the same time)
- Enter in the amount to Pay (If you don't know the amount you can find out by clicking the link provided in red text near the top of the page)
- Enter into the 'Describe Payment' field either Regular Payment or Late Payment

Child Care Payment

Online child care payments is currently only available for the selected schools listed below. After the pilot evaluation phase is completed, this service will be available to the remaining child care schools. To calculate your child care payment, click [here](#) to review the payment terms document.

Select Student Profile (if Student is not listed add them by clicking here)

Assigned Student Profile

Select Child Care School

Select Before or After

If your child care school is not available for selection above, your school is not currently participating in online child care payments. Other activities may be listed for payment under your child's school using the left panel navigation links on the [Home Page](#).

Amount To Pay

Describe Payment (Regular Payment or Late Payment)

- Click Add to Cart

Shopping Cart

1 Item in Cart

Activity Name	Price	Quantity	Total
AG200-OBLIG2 After Care Farmington Woods Child Care	\$25.00	x	\$25.00

Make any changes above? Sub Total: \$25.00

- Click the "Continue Shopping" button if you would like to make another payment or click the "Checkout" button if you wish to complete the transaction
- Click the "Next" button on the Assign Student Profile to Activity screen

Step 1 of 4 - Assign Student Profile to Activity

1 Item in Cart

Add Student Profile New users must add the student profile here, otherwise select student profile below.

Activity Name	Price	Select Student Profile	Assigned Student Profile	Total	
<u>AG200-OBLIG2</u>	\$25.00	Bohn ,Lucas	Bohn ,Lucas 7037288394	\$25.00	Delete
<u>After Care Farmington Woods Child Care</u>					

Sub Total: \$25.00

Next

12. Enter in your credit card billing address

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:

Country:

First, MI:

Last:

Address:

City:

State, Zip:

Phone:

Previous

Next

13. Enter in your Credit Card information

Step 3 of 4 - Payment

Payment:

Credit Card

Card Type:

Card Number:

Exp. Date: /

Security Code: [What's this?](#)

Name On Card:

Previous

Review Order

14. Click the "Review Order" button

Step 4 of 4 - Review Order

Sold To:
Michael Bohn
22026 Stone Hollow
Ashburn, VA 20148
United States
7037288394

Activity No	Activity Name	Assigned Student Profile	Price	Quantity	Line Total
AG200-OBLIG2	After Care Farmington Woods Child Care	Bohn ,Lucas 7037288394	\$25.00	1	\$25.00

SubTotal:	\$25.00
Tax:	\$0.00
Shipping:	\$0.00
Handling Fee:	\$1.00
	<hr/>
	\$26.00

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](#) [Place Order](#)

15. Click the "Place Order" button at the bottom of the page. You have completed your online Child Care payment. A receipt will be emailed to the email address provided when setting up your user account.