## Instructions for paying for Child Care Online

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

Home - Online School Payment - Windows	Internet Explorer	
🖸 🔘 🗢 🧟 http://osp.osmsinc.com/wakenc/		ク マ ト マ ト マ ト マ ト マ ト マ ト マ ト マ ト マ ト マ
	Online Scho	CHOOL SYSTEM
	HOME SIGN IN P	PAY OBLIGATION PAY CHILD CARE ACCOUNT HELP SEARCH CART
	Schools Elementary School MIDDLE SCHOOL HIGH SCHOOL DRIVER'S EDUCATION	Welcome to the Wake County Public Schools Online School Payments (OSP) portal. This service is provided to Wake County School parents to facilitate payment for school fees for a variety of products and services. Please navigate to your school using the links in the left panel.
		To Pay for your child's Before and After Care <u>Click Here</u> .
	Copyright 2015 - OSMS Inc. All	rights reserved. Home   Contact Us   Privacy Policy   Terms   Map
		Developed by Online School Management Systems

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:	Username:	mbohn4
Password:	Email:	mbohn@osmsinc.com
Login	First Name:	Michael
Forgot Your Password? Click Here.	Last Name:	Bohn
		Password must be at least 8 characters long.
	Password:	•••••
	Confirm Password:	•••••
	Password Hint:	Son's Birthday is?
	Password Answer:	october 24
	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 calulate your child care payment, click here to review the payment terms document. Select Student Profile	
	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 calulate your child care payment, click <u>here</u> to review the payment terms document.	
<	Select Student Profile - Select Student Profile -	

- 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 Studer	Edit Student Profile		
First, MI:	Lucas	Н	
Last:	Bohn		
Student ID:	7037288394		
Cancel		Save Changes	

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 Payme	nt
Online child care payments is current completed, this service will be availat review the payment terms document.	ly only available for the selected schools listed below. After the pilot evaluation phase is ole to the remaining child care schools. To calulate your child care payment, click <u>here</u> to
Select Student Profile (if Student is not listed add them by clicking here)	Bohn ,Lucas

- 5. Select the Child Care School for which you are making payment.
- 6. 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)
- 7. 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)
- 8. Enter into the 'Describe Payment" field either Regular Payment or Late Payment

Child Care Payme	ent
Online child care payments is currer completed, this service will be availa review the payment terms documen	ntly only available for the selected schools listed below. After the pilot evaluation phase is able to the remaining child care schools. To calulate your child care payment, click <u>here</u> to t.
Select Student Profile (if Student is not listed add them by clicking here)	Bohn ,Lucas
Assigned Student Profile	Bohn ,Lucas 7037288394
Select Child Care School	Farmington Woods Child Care
Select Before or After	After Care
	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 <u>Home Page</u> .
Amount To Pay	25.00
Describe Payment (Regular Payment or Late Payment)	regular ×
Cancel Add To	o Cart

9. Click Add to Cart

Shopping Cart				
1 Item in Cart				
Activity Name	Price	Quantity	Total	
AG200-OBLIG2 After Care Farmington Woods Child Ca	\$25.00		\$25.00	x
	Make any changes above?	Update	Sub Total:	\$25.00
Continue Shopping			c	Checkout

- 10. 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
- 11. 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	
AG200-OBLIG2	\$25.00	Bohn ,Lucas	Bohn ,Lucas 7037288394	\$25.00	Delete
After Care Farmingto	on Woods (	Child Care			
				Sub Total	\$25.00

Next

## 12. Enter in your credit card billing address

Step 2 of 4	Step 2 of 4 - Address					
<i>i</i> Please enter y credit card cor	<i>i</i> 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:	United States -					
First, MI:	Michael					
Last:	Bohn					
Address:	22026 Stone Hollow					
City:	Ashburn					
State, Zip:	VA 💌 20148					
Phone:	7037288394					
Previous No	ext					

### 13. Enter in your Credit Card information

Step 3 of 4 - Pay	Step 3 of 4 - Payment			
Payment:				
C Credit Card				
Card Type	Visa			
Card Number	41111111111111			
Exp. Date	5 💌 / 2015 💌			
Security Code	123 What's this?			
Name On Card	Michael Bohn			
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 Car	e	Bohn ,Lucas 7037288394	\$25.00	1	\$25.00
	SubTota	Ŀ		\$25.0	00	
	Tax:			\$0.00		
	Shipping	p:		\$0.00	)	
	Handling	Fee:		\$1.00	)	
				\$26.0	00	
☐ By selecting this Card and eCheck tr lisputes to your loo	box the user agrees to the <u>payment te</u> ansactions will appear as ONLINE SCH cal school administrator.	<u>rms</u> outlin IOOL PY <b>M</b>	ied by Online School Man NT on your billing statem	agement ent. Pleas	Systems se direct a	Inc. Credit II billing
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.