Online payment for
Before and After School fees

Credit and Debit cards accepted

- Are you tired of making an extra trip to school to pay a fee?*
- Are you tired of sending you kids to school with cash or checks that they misplace?
- Would you rather make a payment anytime from the comfort of your own home?

If you answered yes to any of these questions, please visit our new payment site where you can now pay your student's before and after school fees by debit or credit card online using a web browser from any location, 24 hours a day.

Don't FORGET!

*Registration for childcare programs must take place at school. Registration fees are paid at the time of enrollment at school. You <u>cannot</u> enroll your child in the program using OSP. Once you have enrolled your child, use OSP to make your regular childcare payments.

http://osp.osmsinc.com/wakenc
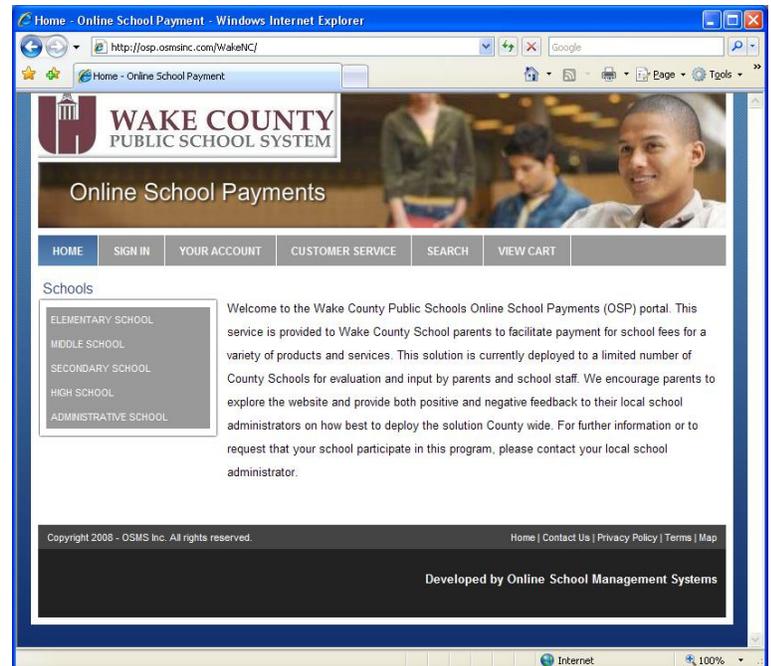
Instructions for paying for Child Care Online

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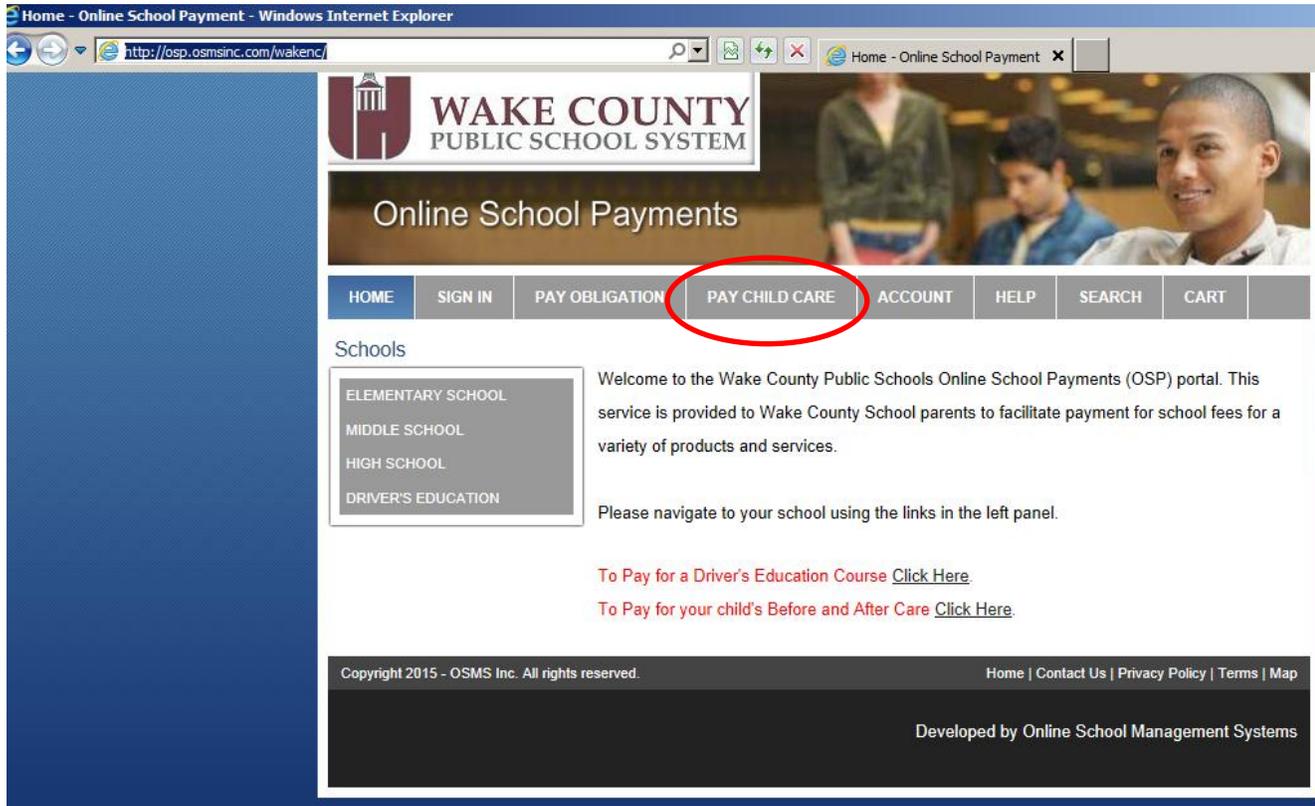
3. If you are a new user fill out the appropriate fields on the right hand column of the Sign In Screen and click the "Create New" button. If you are an existing user log in using your user credentials in the left hand column and click the "Login" button

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

   To calulate 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.
   You must know your child's student ID in order to pay online. If you do not know your child's student ID please contact your school to retrieve it. Note: The student ID will also appear on the printed receipt for payments made in person.

   ### Edit Student Profile

   First, MI: Lucas

   Last: Bohn

   Student ID: 7033788115

   Cancel   Save Changes

   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.

   ### PAY CHILD CARE

   Select Student Profile: Bohn ,Lucas
   (if Student is not listed add them by clicking here)

   Assigned Student Profile: Bohn ,Lucas 7033788115

5. The Child Care School for which you are making payment should default in the selct Child Care School. If it does not then please select the school where your child receives child care.
6. You child's balance due for each program will be displayed. There are 3 programs and WCPSS, Before School, After School and Summer Camp. If a negative amount is displayed then that indicates the student has a credit balance.
7. Select which program you are making a payment for in the Select Program Drop down select field. *(If you need to make payment for more than one program you will need to add the first payment to your cart and then go back to Pay Child Care and enter in the payment information for the other program and add it to your cart, then you can checkout and pay for both at the same time)*
8. 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)*
9. Enter in a payment comment if desired, but this is not required.

PAY CHILD CARE

Select Student Profile: (if Student is not listed add them by clicking here)	Bohn ,Lucas ∨
Assigned Student Profile:	Bohn ,Lucas 7033788115
Select Child Care School:	Training Elementary Child ∨

Program Balance:

Before School	$35.00
After School	$30.00
Summer Camp ∨	$180.00

Total Balance Due:	$245.00

(Click here to view a detailed listing of your student transactions)

Select Program:	Before School ∨
Amount To Pay:	$1.00
Payment Comments:	

Cancel   Add To Cart

10. Click Add to Cart

Shopping Cart

1 Item in Cart

Activity Name	Price	Quantity	Total	
AG299-FEE20 **AG299-FEE20**	$1.00	1	$1.00	x

Make any changes above? [Update] Sub Total: $1.00

[Continue Shopping] [Checkout]

11. 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

12. 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 click on grey bar to add student name, ID#, then save if the öSelect Student Profileö field below is required. Then return to Step 1 to select student profile from the drop box below.**

Activity Name	Price	Select Student Profile	Assigned Student Profile	Total	
AG299-FEE20 **AG299-FEE20**	$1.00	Bohn ,Lucas ▼	Bohn ,Lucas 7033788115	$1.00	[Delete]

Sub Total: $1.00

[Next]

13. Enter in your credit card billing address

Step 2 of 4 - Address

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   Next

14. Enter in your Credit Card information

Step 3 of 4 - Payment

Payment:

○ Credit Card

Card Type	Visa ▼
Card Number	4111111111111111
Exp. Date	5 ▼ / 2015 ▼
Security Code	123 What's this?
Name On Card	Michael Bohn

Previous   Review Order

15. Click the "Review Order" button

Step 4 of 4 - Review Order

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

Activity No	Activity Name	Assigned Student Profile	Price	Quantity	Line Total
AG299-FEE20	AG299-FEE20	Bohn ,Lucas 7033788115	$1.00	1	$1.00

SubTotal:	$1.00
Tax:	$0.00
Shipping:	$0.00
Handling Fee:	$0.04
	$1.04

☐ **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]

16. 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.

To view a report of your child's transaction history:

1. On the pay child care screen, select your child and then click the "Click here to view a detailed listing of your student transactions" link

2. The list of transactions will pop up with a default value of the last 30 days. You can select to view:
   - Last 30 days
   - Last 60 Days
   - Last 90 days
   - Current Calendar year
   - Last Calendar year
   - Or enter in a custom date range

   Click the refresh button if you have changed the parameters for viewing transactions

3. You can print the report by clicking the print button

StudentTransactions: X

○ Last 30 Days   ○ Last 60 Days   ○ Last 90 Days   ○ Current Calendar Year   ○ Last Calendar Year

Or Enter in a Custom Date Range: [   ] 📅 [   ] 📅 [Refresh]

Fee Description	Payee Name	Posting Description	Payment Description	Fee Post Date	Fee Due Date	Payment Date	Am
		6/10/14					
Before School-Monday-Friday		week of 6/10/14		6/11/2014	6/11/2014		$
After School-Monday-Friday		week of 6/10/14		6/11/2014	6/11/2014		$
Payment	OSP Admin					6/11/2014	
Payment	OSP Admin					6/11/2014	
Payment	OSP Admin					6/11/2014	
Payment	OSP Admin					6/11/2014	

*The totals calculated above may not be equal the students current owed.

[Print]   [Close]

Amount To Pay: $0.00