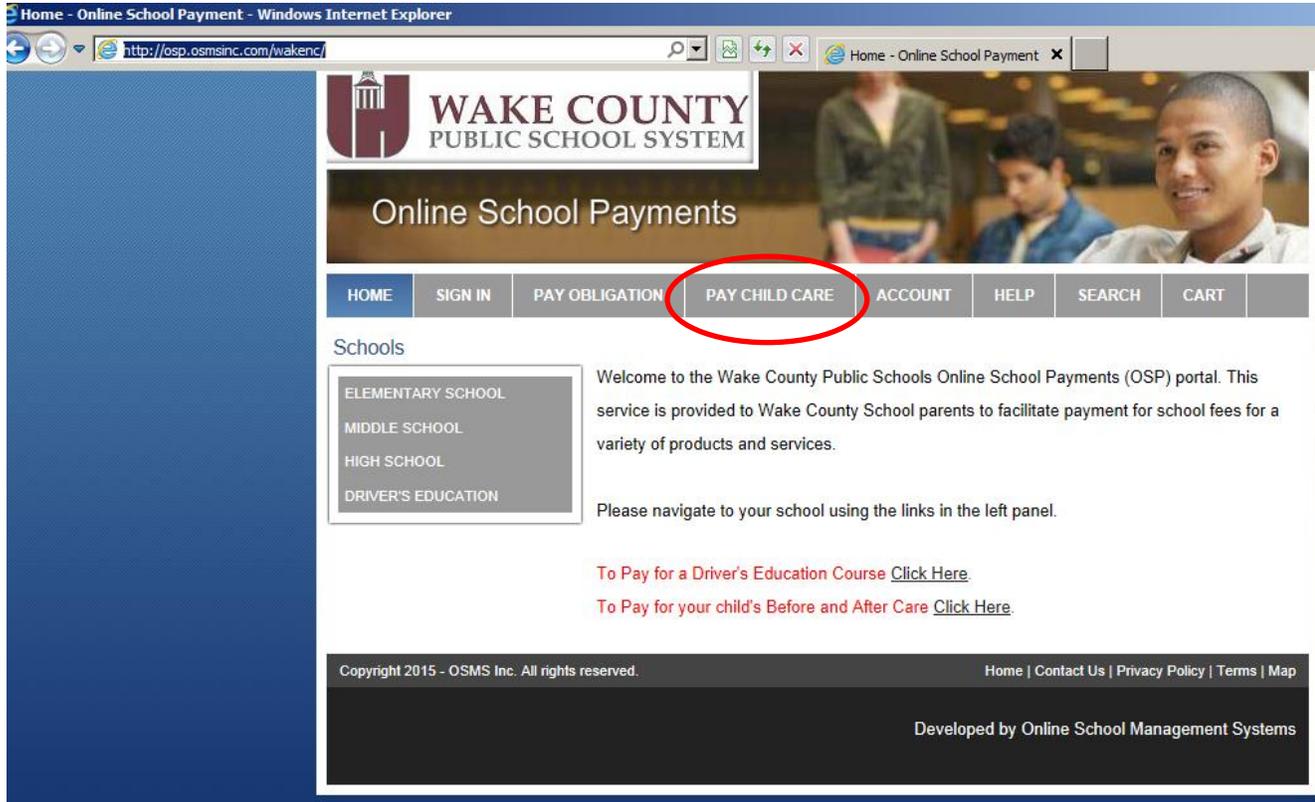


## Instructions for paying for Child Care Online

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

Username:

Password:

Login

[Forgot Your Password? Click Here.](#)

### New Users

Username:

Email:

First Name:

Last Name:

Password must be at least 8 characters long.

Password:

Confirm Password:

Password Hint:

Password Answer:

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

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)

- 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:

Last:

Student ID:

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 select Child Care School. If it does not then please select the school where your child receives child care.
6. Your 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](#))

Assigned Student Profile: Bohn ,Lucas 7033788115

Select Child Care School:  ▼

**Program Balance:**

Before School

After School

▼

---

**Total Balance Due:**

[\(Click here to view a detailed listing of your student transactions\)](#)

Select Program:  ▼

Amount To Pay:

Payment Comments:

10. Click Add to Cart

## Shopping Cart

1 Item in Cart

Activity Name	Price	Quantity	Total	
<u>AG299-FEE20</u> <b>AG299-FEE20</b>	\$1.00	<input type="text" value="1"/>	\$1.00	x

Make any changes above?  Sub Total: \$1.00

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

**New users must click on grey bar to add student name, ID#, then save if the "Select Student**

**Profile" 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	
<u>AG299-FEE20</u> <b>AG299-FEE20</b>	\$1.00	<input type="text" value="Bohn ,Lucas"/> ▼	Bohn ,Lucas 7033788115	\$1.00	<input type="button" value="Delete"/>

Sub Total: \$1.00

13. 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

14. 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

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
	<hr/>
	\$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

### PAY CHILD CARE

Select Student Profile:  ▼

[\(if Student is not listed add them by clicking here\)](#)

Assigned Student Profile: Bohn ,Lucas 7033788115

Select Child Care School:  ▼

#### Program Balance:

Before School

After School

▼

---

**Total Balance Due:**

[\(Click here to view a detailed listing of your student transactions\)](#)

Select Program:  ▼

Amount To Pay:

Payment Comments:

Cancel

Add To Cart

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:

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.

Amount To Pay: \$0.00