

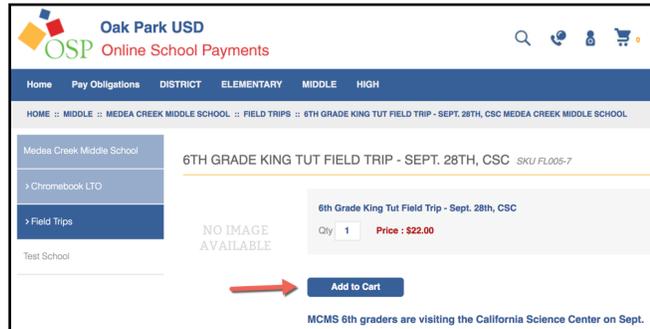
Using the Online School Payment (OSP) Portal

To use Oak Park USD's online payment portal, go to the Online School Payment webpage at www.opusd.org/OSP and click on the school your child attends (located under Elementary, Middle, or High), or click District if the item or event is a districtwide activity.

Alternatively, go to the direct weblink provided to you by the school for a particular item or event such as

www.opusd.org/Mskingtut

- 1) Select the item(s) and click **"Add to cart"** When done shopping, click **"Checkout"**



- 2) **Sign in** to your existing OSP account, or **Create a New Account** by providing your personal email address and a password:

A screenshot of the Oak Park USD Online School Payments portal's sign-in and account creation page. The page is titled 'SIGN IN' and is divided into two main sections: 'Current Users' and 'New Users, Please Create an Account'. The 'Current Users' section has fields for 'Username' and '* Password', with a 'Remember Me' checkbox and a 'Forgot Username/Password?' link. A red arrow points to the 'Login' button. The 'New Users, Please Create an Account' section has fields for 'Username', 'Email', 'First Name', 'Last Name', 'Password', 'Confirm Password', and 'Password Hint'. A red arrow points to the 'Create New' button. A note states: 'To create a new account please fill in each of the form fields below.' A red arrow also points to the 'Create New' button.

3) Assign the payment to your child by selecting their name from the "Select Student Profile" drop down menu. If their name is not there, you will need to add their profile to your account:

- a. Click "**Add Student Profile**"
- b. Input your child's First Name, Last Name, and **Student ID#**
- c. Your child's Student ID# can be found in **Q Parent Connect** under your Child's "Demographics" screen, and is listed as "**Local ID**" and is usually a 7 digit number (sometimes 4 digits).
- d. Select the appropriate student from the "**Select Student Profile**" drop down menu
- e. Click "**Next**"

Oak Park USD

Step 1 of 4 - Assign Student Profile to Activity

1 Item in Cart

Use the Select Student Profile dropdown box for each item in your cart unless the activity has "No Profile Required" indicated in grey. If you do not have students assigned to your profile to select in this drop down, please click the grey ADD STUDENT PROFILE button to add student(s) to your profile.

Add Student Profile

Activity Name	Price	Select Student Profile	Assigned Student Profile	Total
FL005-7 6th Grade King Tut Field Trip - Sept. 28th, CSC Medea Creek Middle School	\$22.00	-Select Student Profile-		\$22.00 <input type="button" value="X"/>

Subtotal: \$22.00

Next

5) Agree to the payment Terms by checking the appropriate box, then click "**Next**"

6) Input your **Credit Card** or **Debit Card** information (only **MasterCard** or **Visa** branded cards are accepted at this time.)

Note that Online School Management Systems will NOT store your credit card information, nor will they share the information you input with anyone else besides the bank that is processing the transaction. The district will absorb any transaction fees so there are no service fees for you to use this service.

7) Check your email for the receipt for your payment.