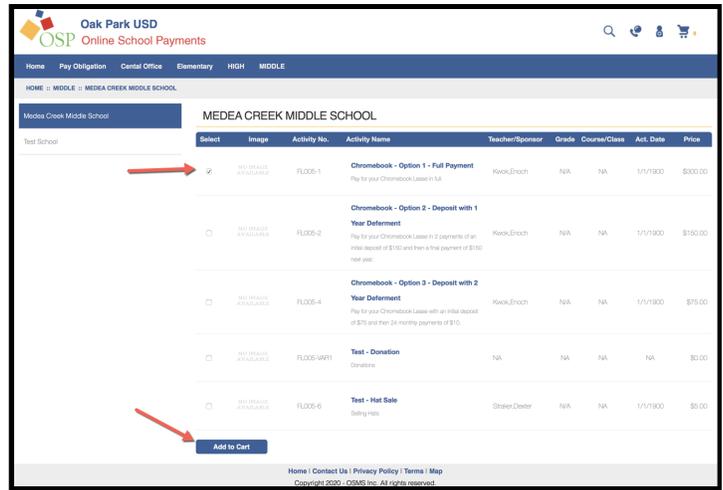


# Using Online Payment Portal for OPUSD Chromebook Lease To Own Program

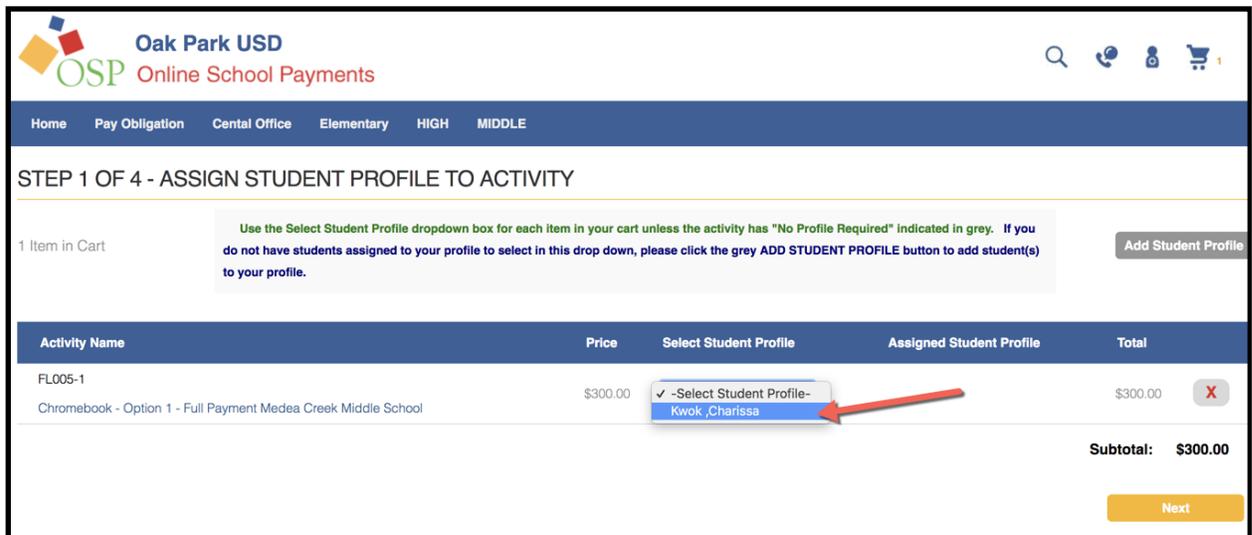
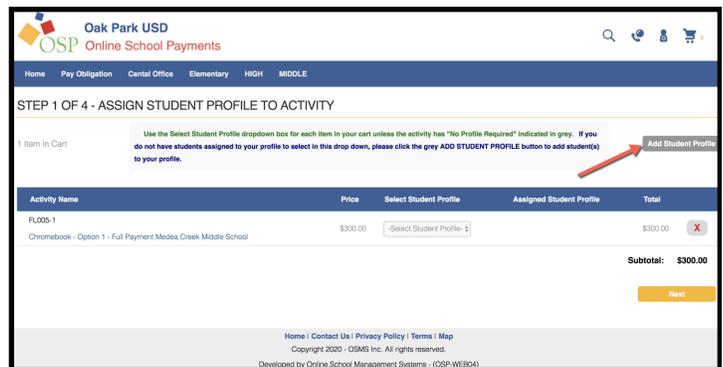
To use the Payment Portal, you should follow these steps after clicking through the link to access the portal:

<http://bit.ly/MCMSpaymentLTO>

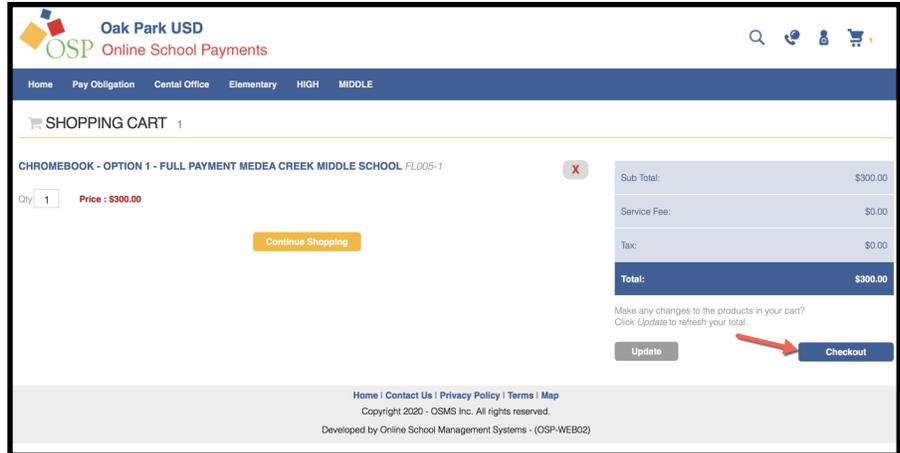
- 1) Select which payment plan you will use to pay for the Lease To Own Program and **"Add to cart"**:
  - a. **Option 1**: Full Payment (pay \$300 immediately)
  - b. **Option 2**: Deposit with 1 Year Deferment (pay \$150 deposit immediately, then pay \$150 a year from now)
  - c. **Option 3**: Deposit with 2 Year Deferment (pay \$75 deposit immediately, then pay \$10/month for 24 months)



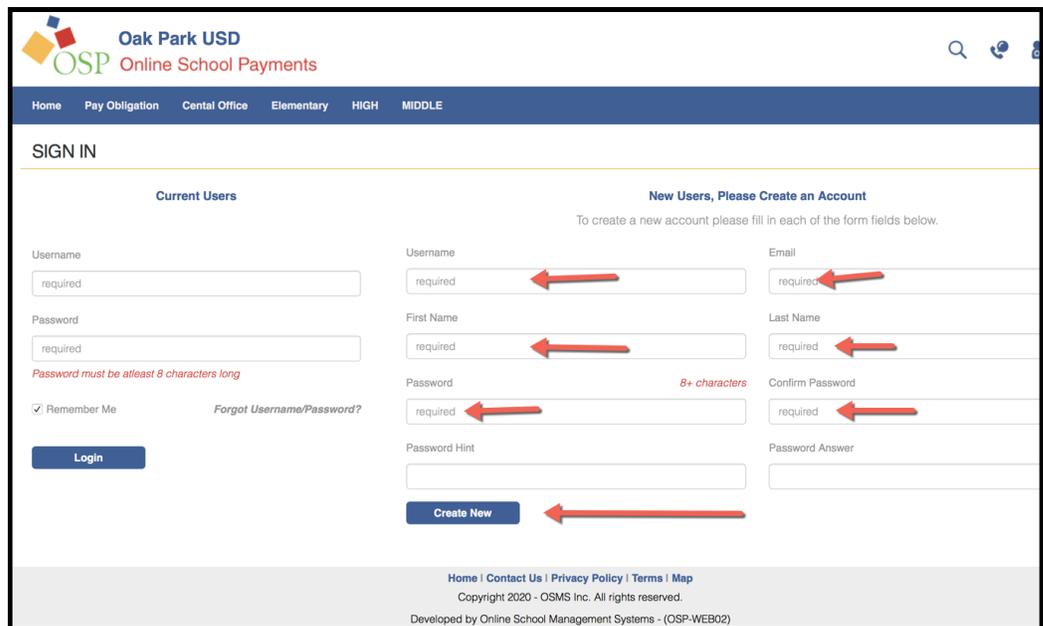
- 2) Add your child (**Student Profile**) to the "purchase", this is also referred to as "Assign Student Profile to Activity":
  - a. Click **"Add Student Profile"**
  - b. Input your child's First Name, Last Name, and **Student ID#**
  - c. Your child's Student ID# can be found in **Q Parent Connect** under your Child's "Demographics" screen, and is listed as **"Local ID"** and is usually a 7 digit number.
  - d. Select your 6th grader from the **"Select Student Profile"** drop down menu
  - e. Click **"Next"**



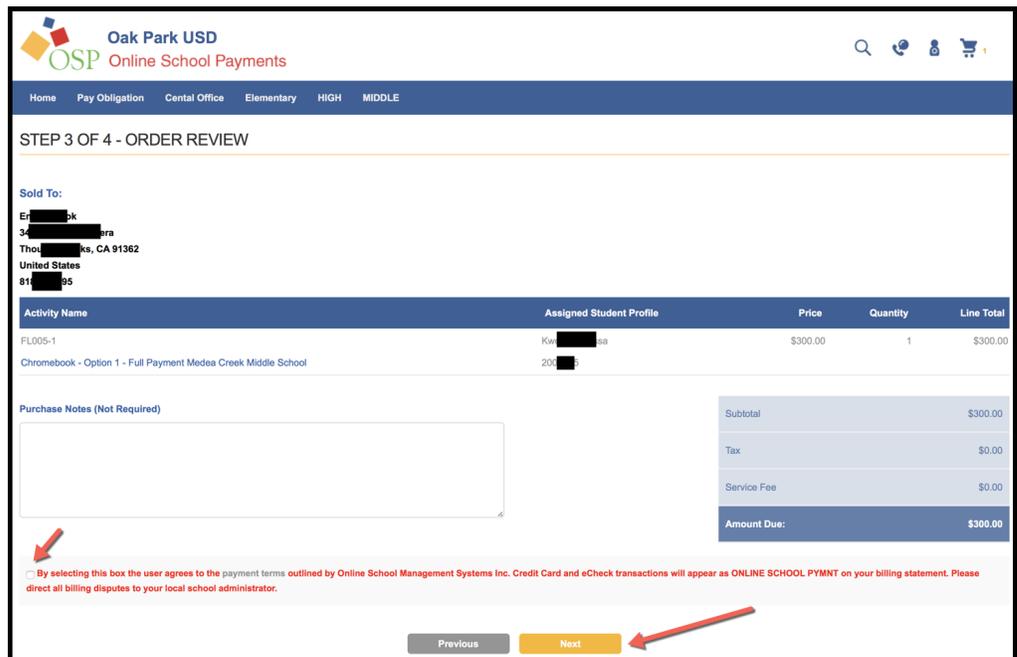
3) Verify your shopping cart item Sub Total, and then click **"Checkout"**



4) Create a New User Account  
 a. Create your own **Username**  
 b. Provide your personal **email** address  
 c. Create your own **password**  
 d. Provide a password hint (optional)



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



6) Input your **Credit Card** information (only **MasterCard** or **Visa** 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.

The screenshot displays the 'STEP 4 OF 4 - PAYMENT' section of the Oak Park USD Online School Payments website. The page header includes the Oak Park USD logo and navigation links for Home, Pay Obligation, Central Office, Elementary, HIGH, and MIDDLE. The main content area is titled 'Payment:' and features a radio button selection for 'Credit Card'. Below this, there is a 'Card Type' dropdown menu with a dropdown arrow, currently showing '< Select A Card Type >' and with 'MasterCard' and 'Visa' as visible options. Other fields include 'Exp. Date' (two dropdown menus separated by a slash), 'Security Code' (a text input field with a 'What's this?' link), and 'Name On Card' (a text input field). A red disclaimer states: 'Online School Management Systems credit card processors are compliant to the highest Payment Card Industry (PCI) standards. The online school payment solution never retains access to or stores credit card information, and will never share your personal information with anyone.' At the bottom of the form are two buttons: 'Previous' and 'Place Order'. The footer contains links for Home, Contact Us, Privacy Policy, Terms, and Map, along with copyright information for OSMS Inc. (2020) and the developer 'Online School Management Systems - (OSP-WEB02)'.

7) Check your email for the receipt for your order. **Print out** a copy of the **receipt** and bring it with you to in person Registration at MCMS on August 1-2.