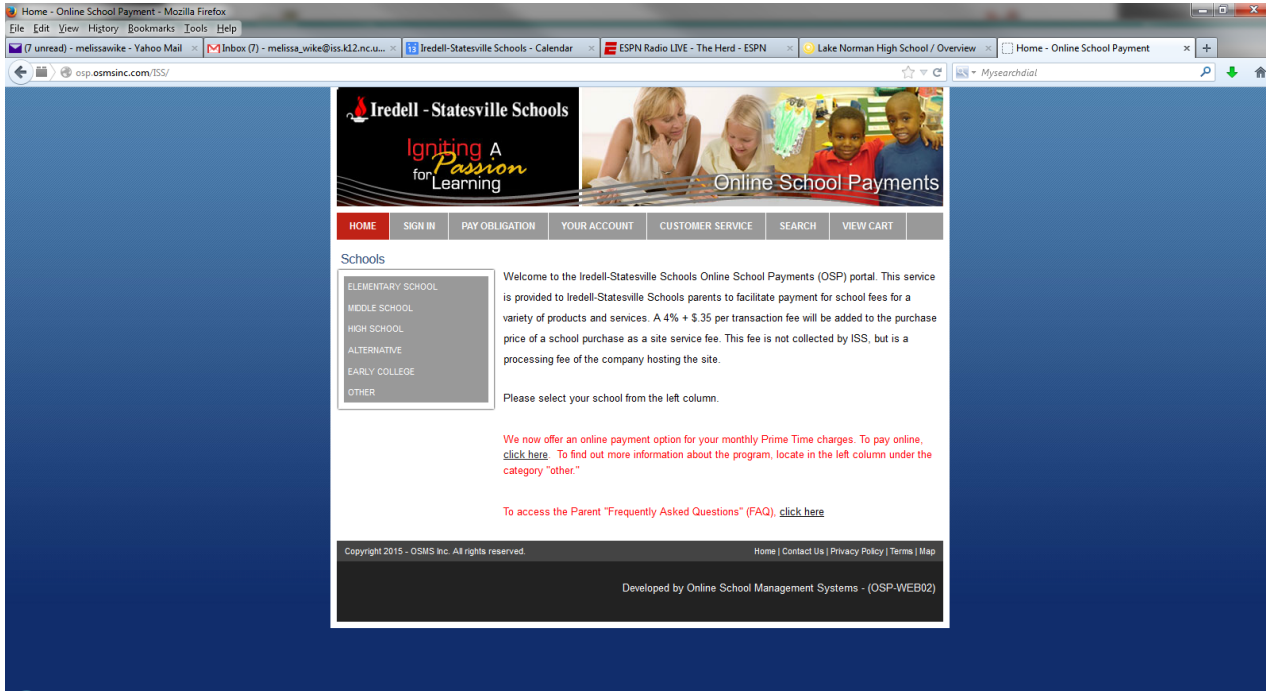
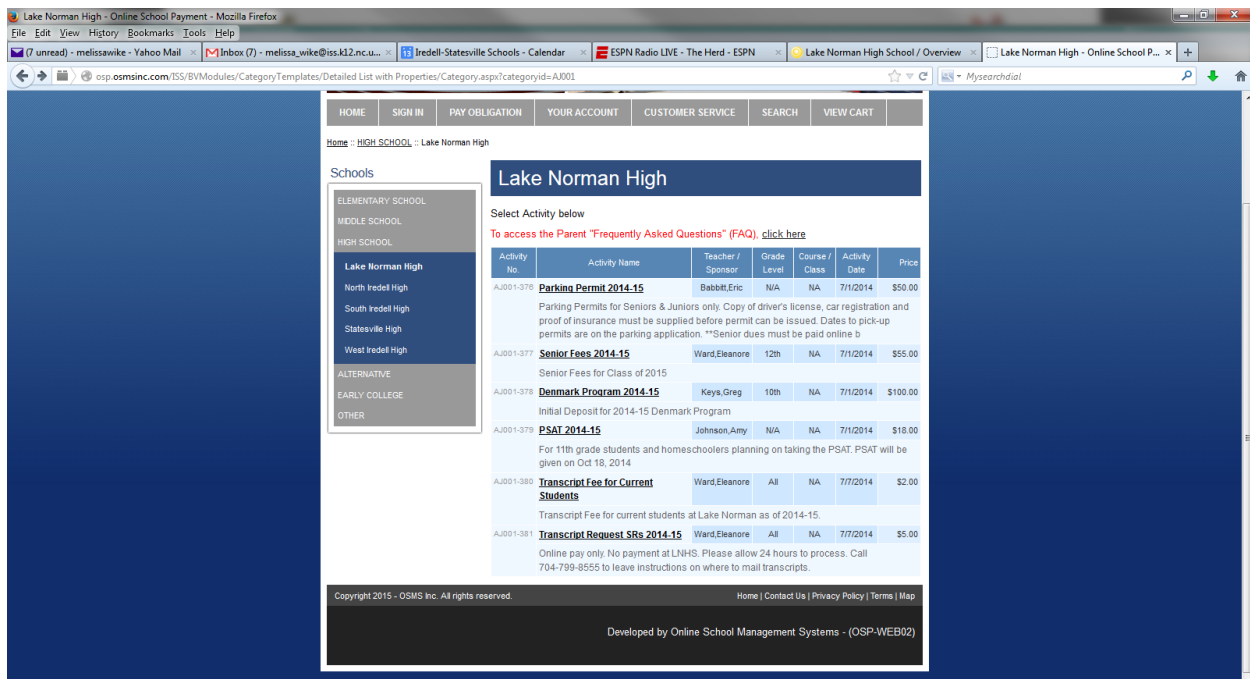


# Instructions for paying School Fees Online

1. Open a web browser and go to your schools web address
2. Click the link for 'Online Payments'
3. On the left hand side of the screen under schools, navigate to and click the school that you wish to make your payment



4. A list of activities that are available for online payment will be listed. If you do not see the activity listed then it is not available to make online payments at this time.



- Click on the activity you wish to make payment.
- Click the Add to Cart button

HOME SIGN IN YOUR ACCOUNT CUSTOMER SERVICE SEARCH VIEW CART

Home :: [SECONDARY SCHOOL](#) :: [Powhatan High](#)

Site Menu

HOME  
LOG OUT

School Courses

ELEMENTARY SCHOOL  
SECONDARY SCHOOL  
Powhatan High (50)  
Pocahontas Middle (9)  
Powhatan Junior High (11)

## 2013 Year Books

Activity No: AH001-3

Sponsor/Teacher Nelson, Melissa  
Activity Date 7/1/2012  
Grade Level All

Your Price **\$40.00**

Qty

Add To Cart

Print This Page

- You will then be taken to your shopping cart

HOME SIGN IN YOUR ACCOUNT CUSTOMER SERVICE SEARCH **VIEW CART**

## Shopping Cart

1 Item in Cart

Activity Name	Price	Quantity	Total
AH001-3 <b>2013 Year Books Powhatan High</b>	\$40.00	<input type="text" value="1"/>	\$40.00 x

Make any changes above?  Sub Total: \$40.00

- If you wish to pay for more activities and add them to your cart click the Continue Shopping button in the lower left hand corner. **Note – You may only make payments to one school at a time.**
- If you are done adding activities to your cart click the Checkout button

10. 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**

11. 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. To Add a student see the steps below.

HOME
SIGN OUT
YOUR ACCOUNT
CUSTOMER SERVICE
SEARCH
VIEW CART

**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	
AH001-3 <b>2013 Year Books Powhatan High</b>	\$40.00	- Select Student Profile -		\$40.00	<b>Delete</b>

Sub Total: \$40.00

**Next**

- a. **To add a student to your profile**, click the Add Student Profile button on the upper right hand side of the screen.
- b. Enter in the First Name, Middle Initial, Last Name and Student ID (*if you don't know the Student ID, simply enter 99999*) for the Student then click the "Save Changes" button.

HOME SIGN OUT YOUR ACCOUNT CUSTOMER SERVICE SEARCH VIEW CART

Your Account [Home :: Your Account :: Edit Student Profile](#)

ADDRESS BOOK

ORDER HISTORY

CHANGE EMAIL

CHANGE PASSWORD

CHANGE NAME

STUDENT PROFILE

## Edit Student Profile

First, MI:

Last:

Student ID:

Field of Study

- 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.

HOME SIGN OUT YOUR ACCOUNT CUSTOMER SERVICE SEARCH VIEW CART

## Step 1 of 4 - Assign Student Profile to Activity

1 Item in Cart


New users must add the student profile here, otherwise select student profile below.

Activity Name	Price	Select Student Profile	Assigned Student Profile	Total	
AH001-3 <u>2013 Year Books Powhatan High</u>	\$40.00	<input type="text" value="Bohn ,Lucas"/>	Bohn ,Lucas 7037288394	\$40.00	<input type="button" value="Delete"/>

Sub Total: \$40.00

- 12. Click the Next button on the lower right hand corner of the screen
- 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:

- 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:

15. 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 Care	Bohn ,Lucas 7037288394	\$25.00	1	\$25.00

SubTotal:	\$25.00
Tax:	\$0.00
Shipping:	\$0.00
Handling Fee:	\$1.00
	<hr/>
	\$26.00

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 payment. A receipt will be emailed to the email address provided when setting up your user account.