## Marquee Sign Donation OSP (Online School Payment)

Mount View Middle School has made it possible for donations to be made online through the OSP website. In order to allow each family to determine the amount of their donation, the process for submitting a donation under **Student Obligations** is documented below.

## Before you begin

- 1. Have your credit card or debit card information in hand before you start the checkout process.
- 2. If this is your first time using OSP, when you create your OSP user account you will add your student(s) to your account. If you do not know their student ID, be sure to assign a unique number (7-12 digits) for **each** student in the Student ID field; phone numbers can also be used.

## How to make a donation

1. Open a web browser and go to the following Mount View MS OSP web address <u>http://osp.osmsinc.com/HowardMD/BVModules/CategoryTemplates/Detailed%20List%20with</u> <u>%20Properties/Category.aspx?categoryid=DA055</u>



2. Select PAY OBLIGATION from the gray menu bar.



3. Sign In as a current user or create new user account.

HOWAR PUBLIC SC Onli	D COUNT HOOL SYSTE	ments		22	
HOME SIGN IN	PAY OBLIGATION	YOUR ACCOU	NT CUSTOMER SERV	ICE SEARCH	I VIEW CART
Home :: Sign In					
Sign In					
Current Users			New Users		
Username:	1		Username:		
Password:			Email:		
	Login		First Name:		
	Forgot Your Password? Click Here.		Last Name:		
				Password must be a	t least 8 characters long.
			Password:		
			Confirm Password:		
			Password Hint:		
			Password Answer:		
n.aspx			Create New		

- 4. On the Summary Obligation Payment screen:
  - a. Select Student Profile
  - b. Select Mount View Middle
  - c. Select Marquee Sign Donation
  - d. Enter donation amount
  - e. Enter "(Family Name) Donation for Marquee" as the obligation description
  - f. Click "Add To Cart"

HOWARD COUNTY PUBLIC SCHOOL SYSTEM						
Online Scho	pol Payments					
HOME SIGN OUT PAY OB	BLIGATION YOUR ACCOUNT CUSTOMER SERVICE SEARCH VIEW CART					
Summary Obligation	ion Payment					
Select Student Profile If Student is not listed add them by clicking here) Assigned Student Profile Select School Student Attends Obligation Type Amount To Pay Describe Obligation	- Select Student Profile - + Mount View Middle + Marquee Sign Donation + (Family Name) Donation for Marquee					

5. You will be taken to the **Shopping Cart** where you can Update, Continue Shopping or **Checkout**.

HOWARD COUNTY PUBLIC SCHOOL SYSTEM Online School Payments								
HOME	SIGN OUT	PAY OBLIGATION	YOUR ACCOUNT	CUST	OMER SERVICE	SEARCH	VIEW CART	
Shop	Shopping Cart							
1 Item in	n Cart							
	Activ	vity Name	Price		Quantity	Total		
DA055-OB Marquee	<u>LIG5</u> Sign Donatic	on Mount View Midd	\$50.00 <b>le</b>			\$50.00	x	

Make any changes above? Update

Sub Total: \$50.00

Home | Contact Us | Privacy Policy | Terms | Map

Checkout

6. Step 1: Select Student Profile. Click Next.

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Continue Shopping

HOWARD PUBLIC SCH	COUNT		AT PL		-		
Online	School Pay	ments	2 00	an	K-T		
HOME SIGN OUT	PAY OBLIGATION	YOUR ACCOUNT	CUSTOMER SERVICE	SEARCH	VIEW CART		
Step 1 of 4 - /	Step 1 of 4 - Assign Student Profile to Activity						
1 Item in Cart Add Student Profile New field below is required. The	users must click or en return to Step 1 t	n grey bar to add stud o select student profil	ent name, ID#, then save if e from the drop box below	the "Select	Student Profile"		
Activity Name	Price S	elect Student Profile	Assigned Student Prof	ile Total			
<u>DA055-OBLIG5</u> Marquee Sign Dona	\$50.00 Little	ejohn ,Karyn 🔶 Middle	Littlejohn ,Karyn 10656	\$50.00	Delete		
				Sub Tot	al: \$50.00		

Step 2: Enter your credit card billing address Click Next
 Step 3: Enter in your credit card/debit card information.

(Note: Only Visa/MC and debit cards are accepted.

Step 4: Review Order

Be sure to select the payment terms check box at the bottom of the screen. (Note: Your credit card/debit card statement will read ONLINE SCHOOL PYMNT.)

Click "Place Order" at bottom of the screen.

**Thank You! OSP Order Number** Please write this number on your donation form and submit to the front office.

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	Online	e School Payr	nents	-	2pm	2
HOME	SIGN OUT	PAY OBLIGATION	YOUR ACCOUNT	CUSTOMER SERVICE	SEARCH	VIEW CART
Than	ik You!					
Orde	er 66301	2889				

You have successfully completed your online donation. A receipt is also emailed to the email address provided in your user profile.