

# Summer Institute Summer Program Online Payment Instructions

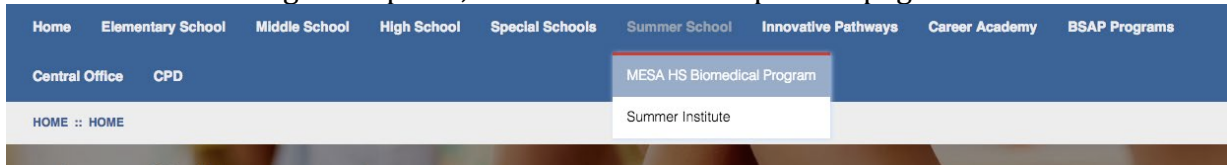
## Online Payment (Credit or debit card):

Go to <http://osp.osmsinc.com/howardmd/> after reading the following instructions.

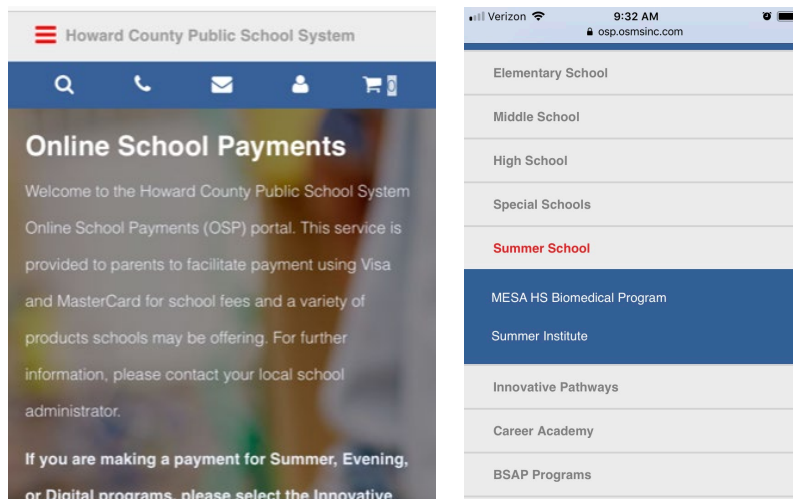
Before starting please make sure you have the following information:

- Credit or debit card information (**only Visa and Mastercard are accepted**)
- Your child's HCPSS student ID number

1. Select **Summer School > Summer Institute** from the menu.
  - a. If using a computer, the menu is at the top of the page.



- b. If using a phone or tablet, select the three lines in the top left corner.



2. Select **Summer Program Tuition** by clicking on the words themselves, and **not** the check box. Then select **Add to Cart**.

## SUMMER PROGRAM

Select Activity

Select	Image	Activity No.	Activity Name
<input type="checkbox"/>	NO IMAGE AVAILABLE	DA089-VAR2	<b>Out of County Student Summer School Tuition</b> Summer School Tuition for students who are not enrolled in the HCPSS.
<input type="checkbox"/>	NO IMAGE AVAILABLE	DA089-VAR1	<b>Summer Program Tuition</b> Tuition for the 2019 Innovative Pathways Summer Program

Add to Cart

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3. In the **Description** box, type your student's name.
4. The **Price** will show as \$0.00 because paying in installments is allowed. The total cost of the program is **\$650**. Enter the amount you wish to pay at this time in the **Price** box.

**Summer Program Tuition**  
Description:  
  
Qty  Price : \$

5. Select **Add to Cart**.

Add to Cart

6.
  - a. If you are paying for multiple students, select **Continue Shopping** and repeat the steps above.

 SHOPPING CART 1

SUMMER PROGRAM TUITION DA089-VAR1

X

Qty  Price : \$1.00

Continue Shopping

- b. If you are finished selecting courses, select **Checkout**.

Sub Total:	\$650.00
Service Fee:	\$26.00
Tax:	\$0.00
<b>Total:</b>	<b>\$676.00</b>

Make any changes to the products in your cart?  
Click *Update* to refresh your total.

Update

Checkout

**Note that there is a 4% Service Fee of the total tuition for all online payments.**

7.
  - a. If you have a current OSP account, enter the username and password and select **Login** under Current Users.
  - b. Otherwise, fill in each of the form fields and select **Create New**.

**Note that you will need your child's HCPSS student ID number to make a payment.**

# Summer Institute Summer Program

## Online Payment Instructions

### SIGN IN

#### Current Users

Username

required

Password

required

Password must be atleast 8 characters long

☒ Remember Me [Forgot Username/Password?](#)

**Login**

#### New Users, Please Create an Account

To create a new account please fill in each of the form fields below.

Username

required

First Name

required

Password

8+ characters

Confirm Password

required

Password Hint

Password Answer

**Create Now**

8.

- If you have an account, select your student's name from the **Select Student Profile** dropdown.

If you have a new account, select the button **Add Student**, using the gray button at the right hand side of the screen.

- Add your student to the system using your student's full name and Student ID. Select **Save** when completed.

Each item in your cart unless the activity has "No Profile Required" indicated in grey. If to select in this drop down, please click the grey ADD STUDENT PROFILE button to

**Add Student**

Select Student Profile	Assigned Student Profile	Total
-Select Student Profile-		\$50.00
		<b>Subtotal: \$50.00</b>
		<b>Next</b>

### ADD STUDENT PROFILE

First Name :

Middle Name :

Last :

Student ID :

Cancel

Save

- If you are finished at this time, please select **Next**.

- Enter the billing address associated with your credit card. Then select **Next**.

### 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:

First

Last

Country

# Summer Institute Summer Program Online Payment Instructions

11. Enter your credit card information and then select **Review Order**.

## STEP 4 OF 4 - PAYMENT

### Payment:

☐ Credit Card

Card Type

< Select A Card Type >

Card Number

Exp. Date

-- / --

Security Code

What's this?

Name On Card

11.  
12.  
13.  
14.  
15.

12. If the information is accurate, accept the payment terms in red and then select **Place Order**. If the information is incorrect, select **Previous** to return to the screens where you will edit the information.

Previous

Place Order

### Questions:

Contact the Summer Programs office at (410) 313-6627 or [summer\\_school@hcpss.org](mailto:summer_school@hcpss.org)