Summer Institute Summer Program
Online Payment Instructions
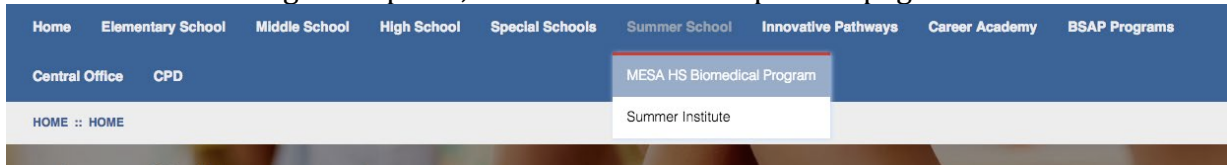
Online Payment (Credit or debit card):
Go to http://osp.osmsinc.com/howardmd/ after reading the following instructions.
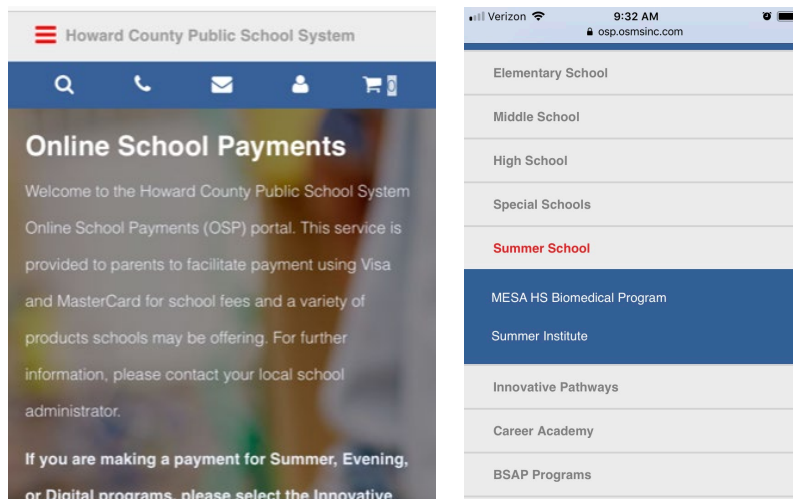
Before starting please make sure you have the following information:
- Credit or debit card information (**only Visa and Mastercard are accepted**)
- Your child's HCPSS student ID number

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**.

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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:

Student Name

Qty 1   Price : $ 550.00

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 1   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
Total:	**$676.00**

   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.

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8.
   a. 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.

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

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

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

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

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