Summer Institute Summer Program
Online Payment Instructions

Online Payment (Credit or debit card):

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.

5. Select **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

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

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.

Questions:
Contact the Summer Programs office at (410) 313-6627 or summer_school@hcpss.org