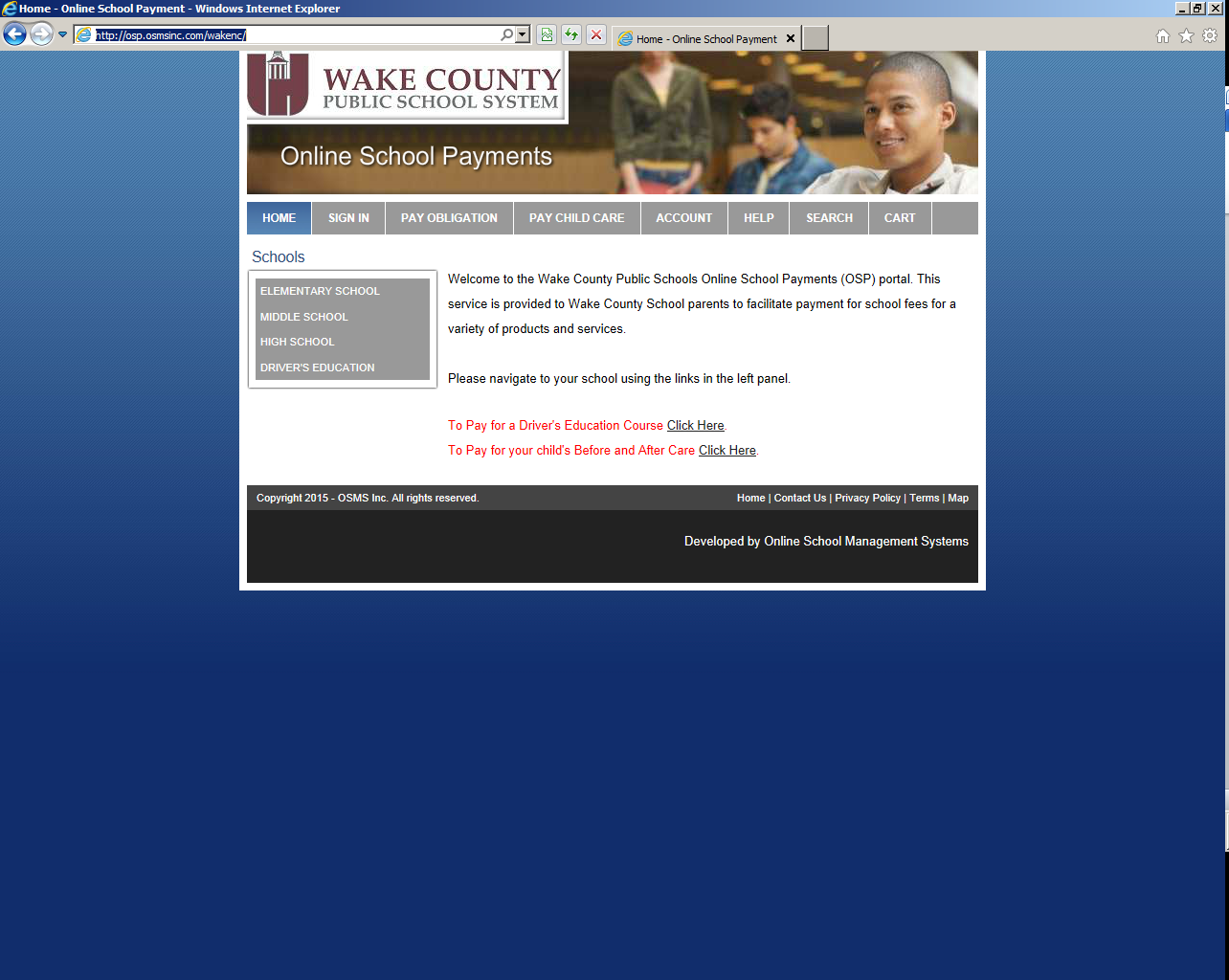
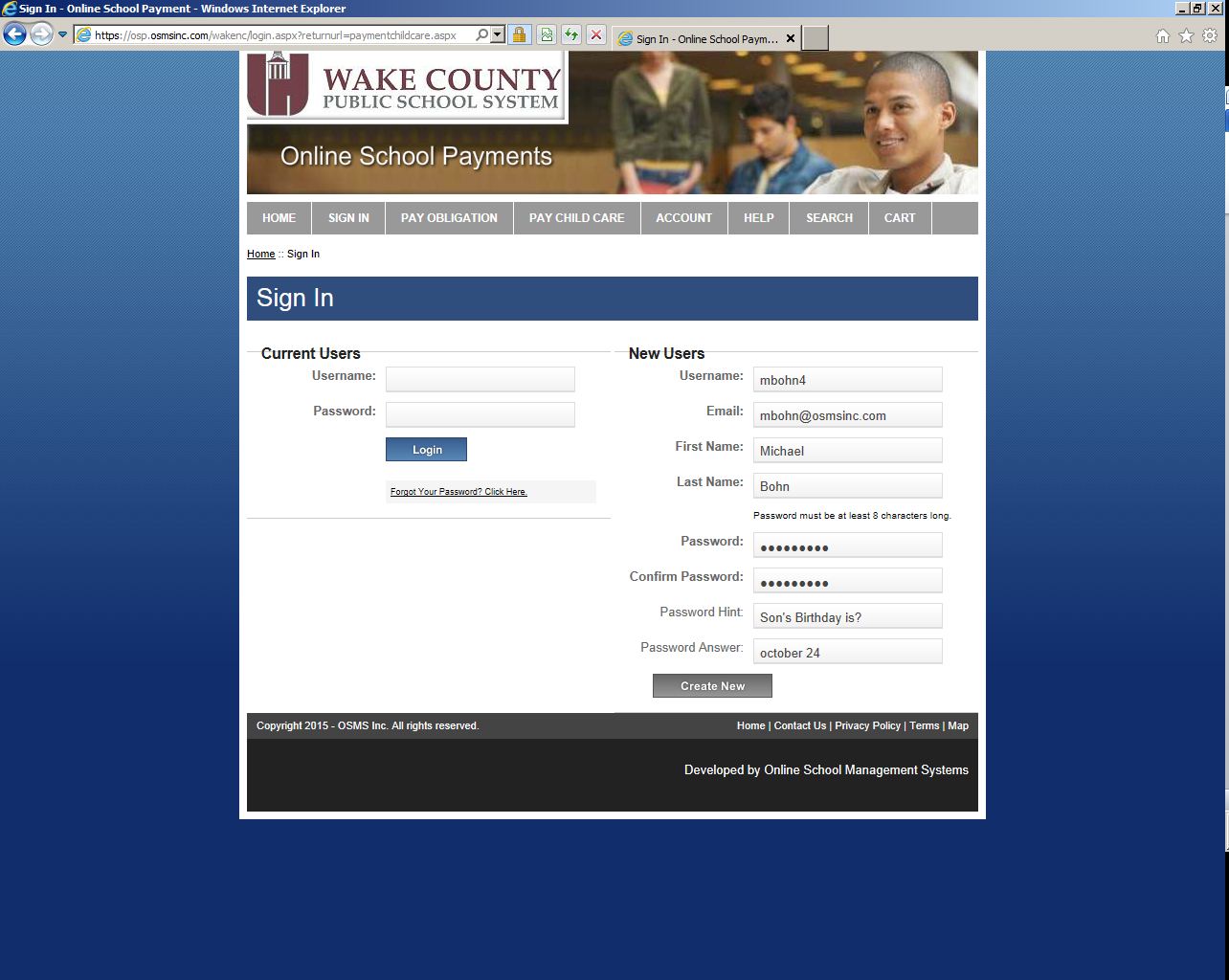
# Instructions for paying for Child Care Online

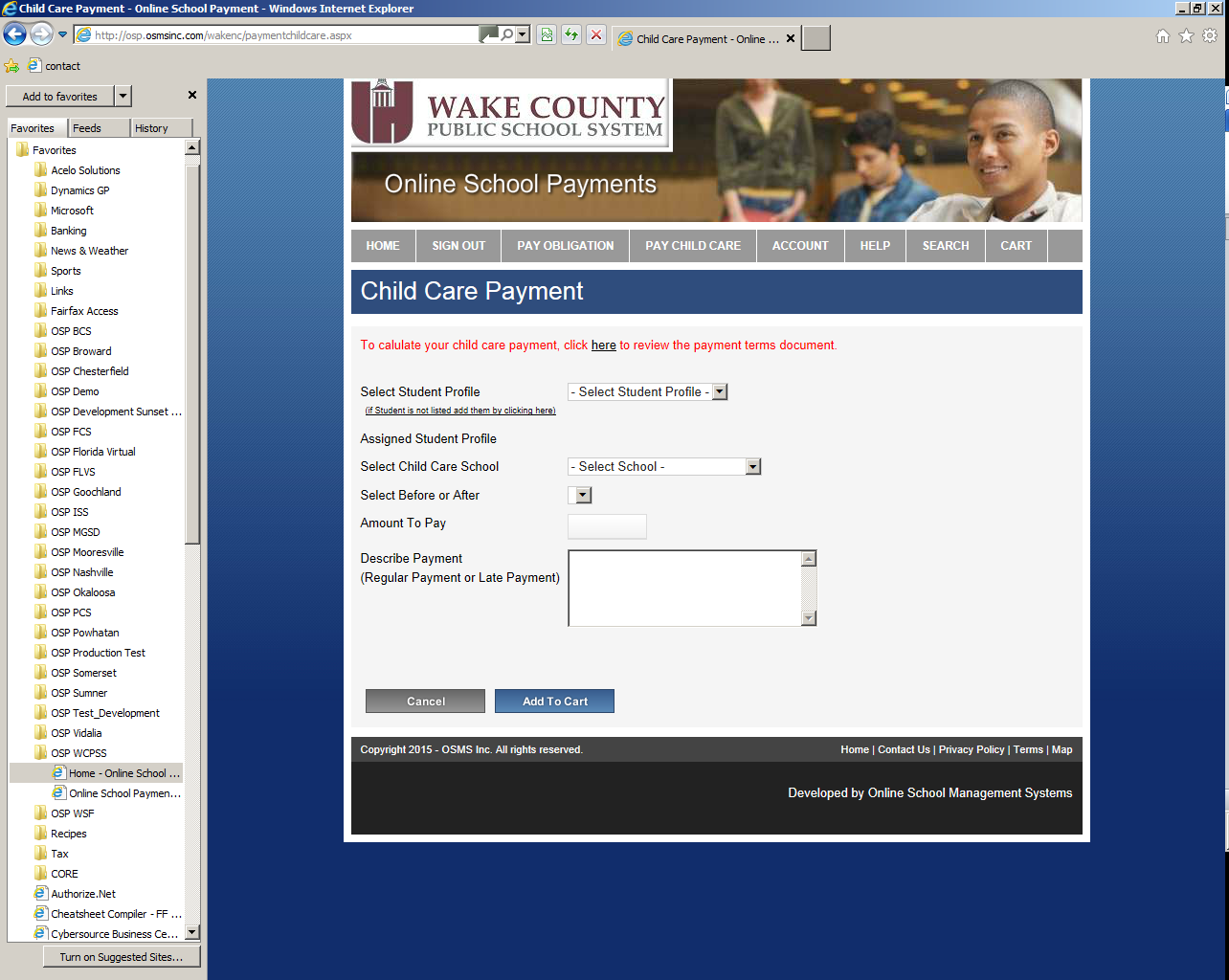
1. Open a web browser and go to the following web address <http://osp.osmsinc.com/wakenc/>
2. Click on the “Pay Child Care” button



1. 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



1. 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.
   1. To add a student to your profile click the link underneath the “Select Student Profile” field

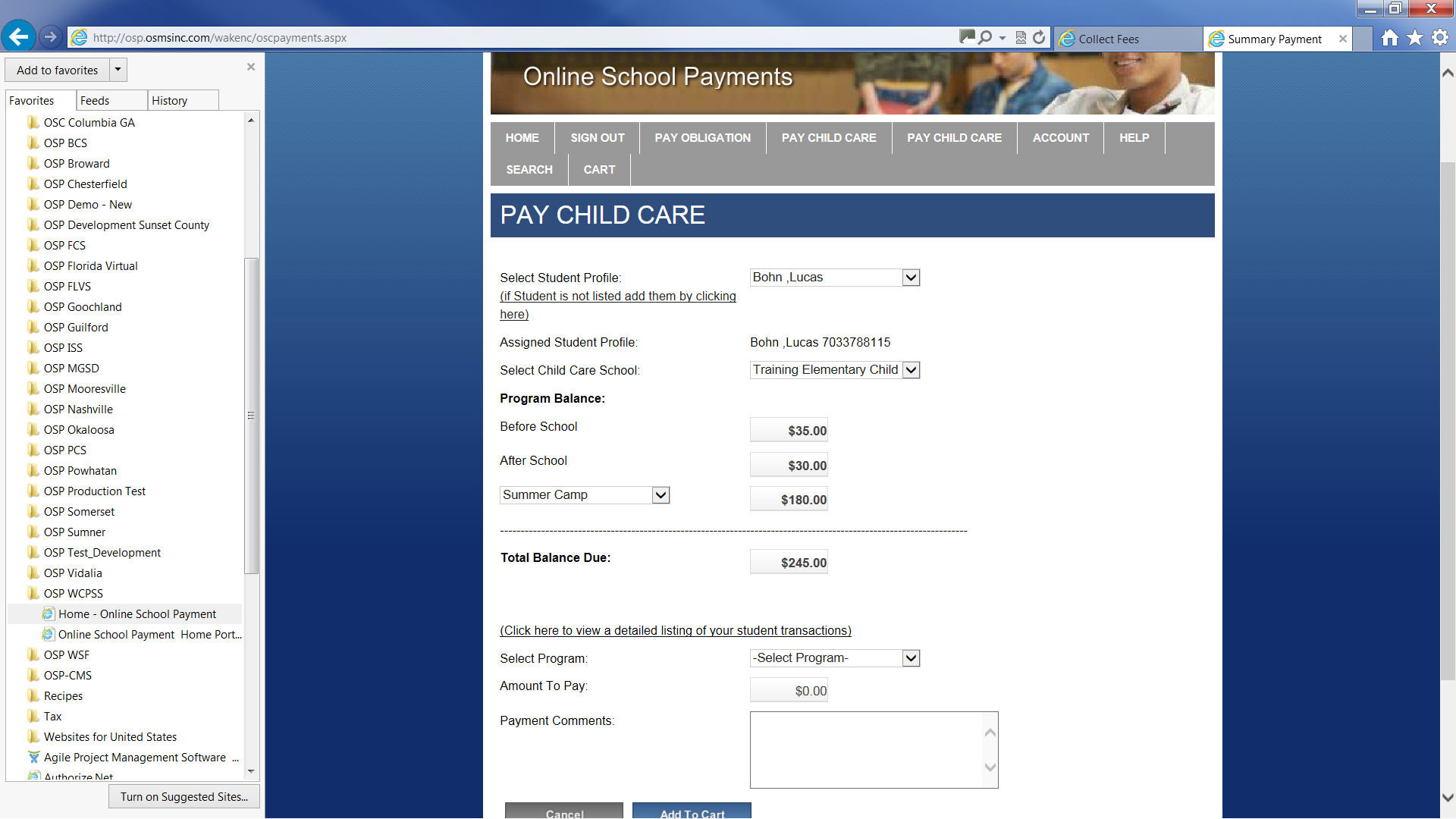


* 1. Enter in the First Name, Middle Initial, Last Name and Student ID for the Student then click the “Save Changes” button.

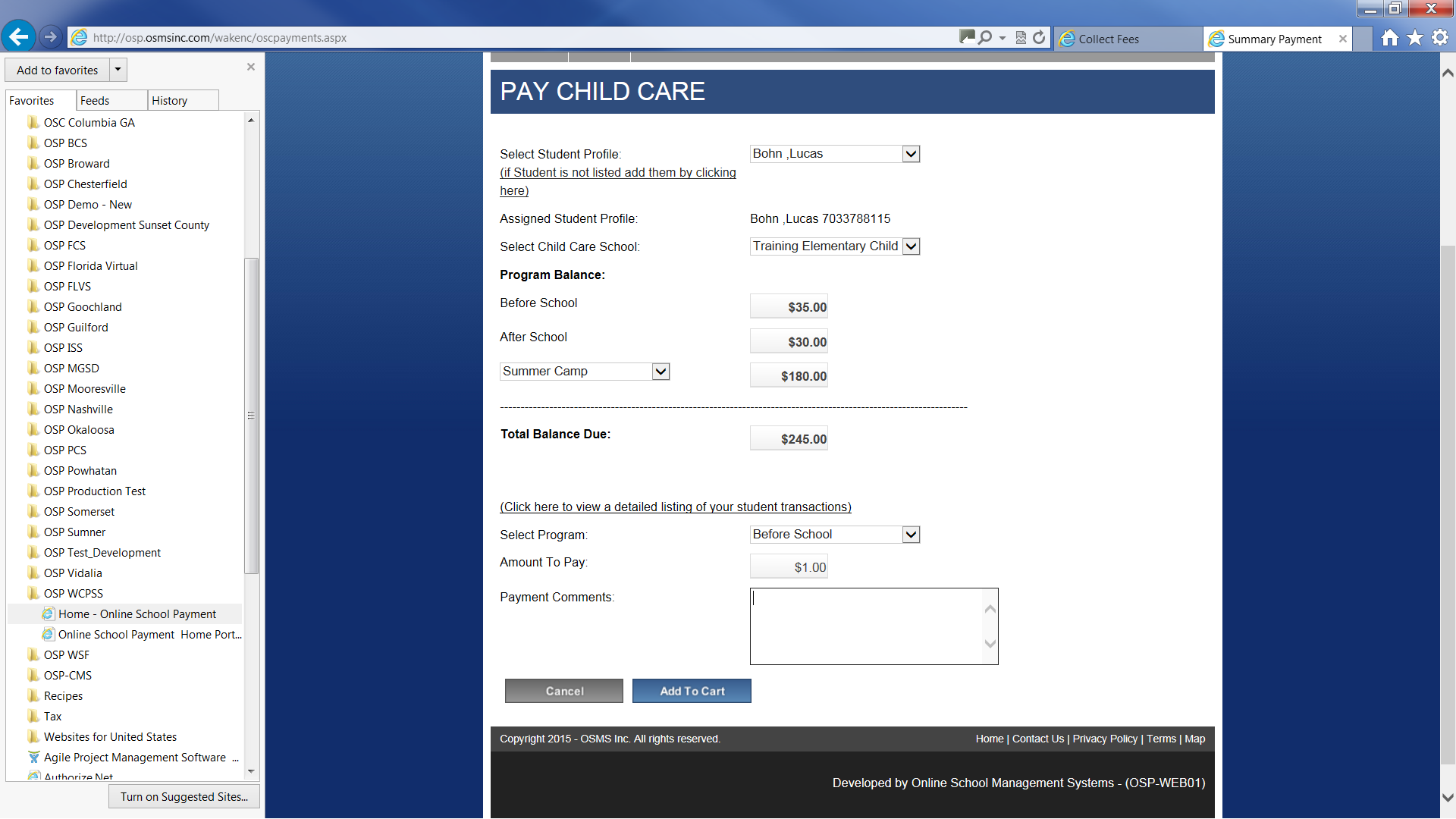
*You must know your child’s student ID in order to pay online. If you do not know your child’s student ID please contact your school to retrieve it. Note: The student ID will also appear on the printed receipt for payments made in person.*



* 1. 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.



1. The Child Care School for which you are making payment should default in the selct Child Care School. If it does not then please select the school where your child receives child care.
2. You child’s balance due for each program will be displayed. There are 3 programs and WCPSS, Before School, After School and Summer Camp. If a negative amount is displayed then that indicates the student has a credit balance.
3. Select which program you are making a payment for in the Select Program Drop down select field. *(If you need to make payment for more than one program you will need to add the first payment to your cart and then go back to Pay Child Care and enter in the payment information for the other program and add it to your cart, then you can checkout and pay for both at the same time)*
4. Enter in the amount to Pay *(If you don’t know the amount you can find out by clicking the link provided in red text near the top of the page)*
5. Enter in a payment comment if desired, but this is not required.



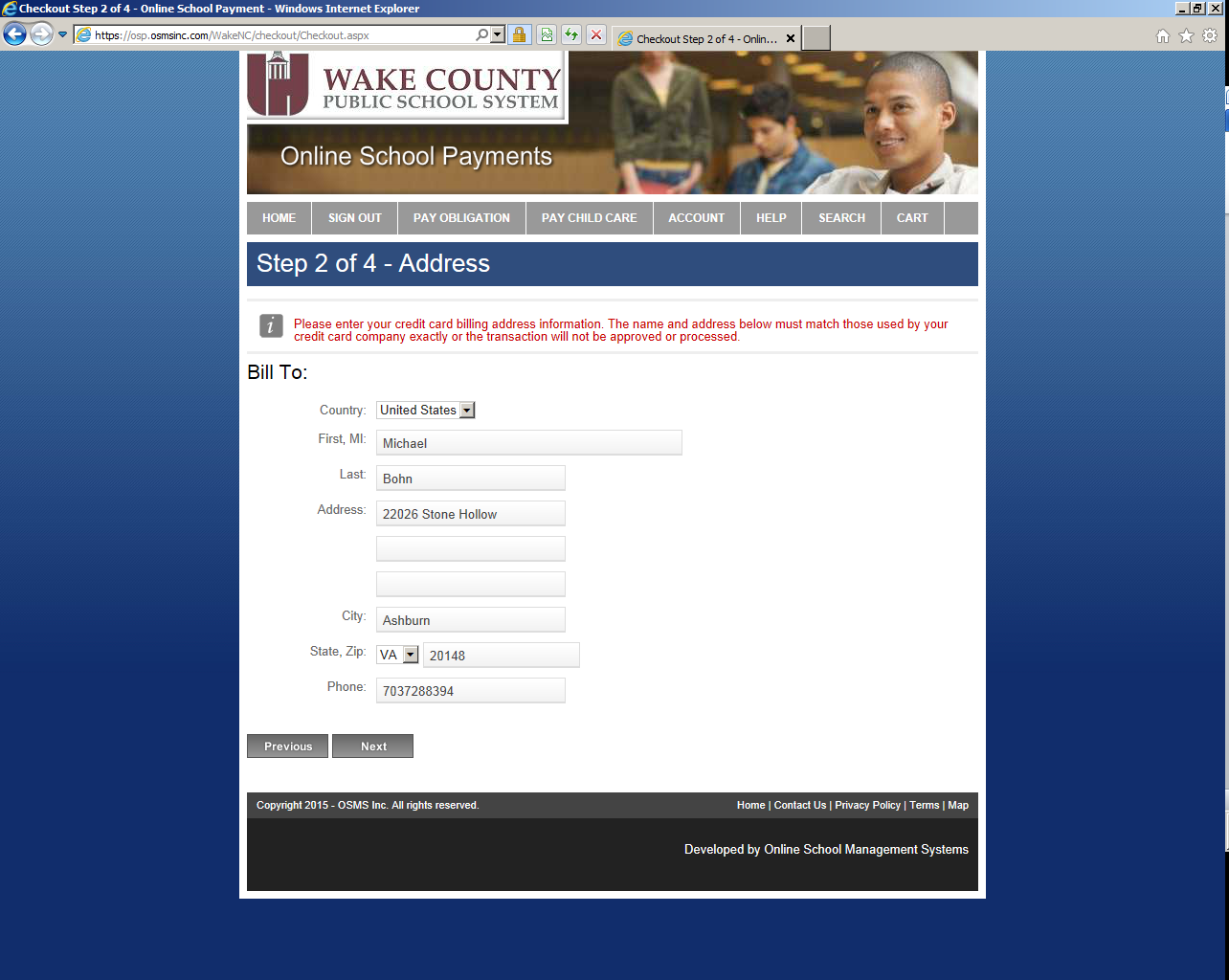
1. Click Add to Cart



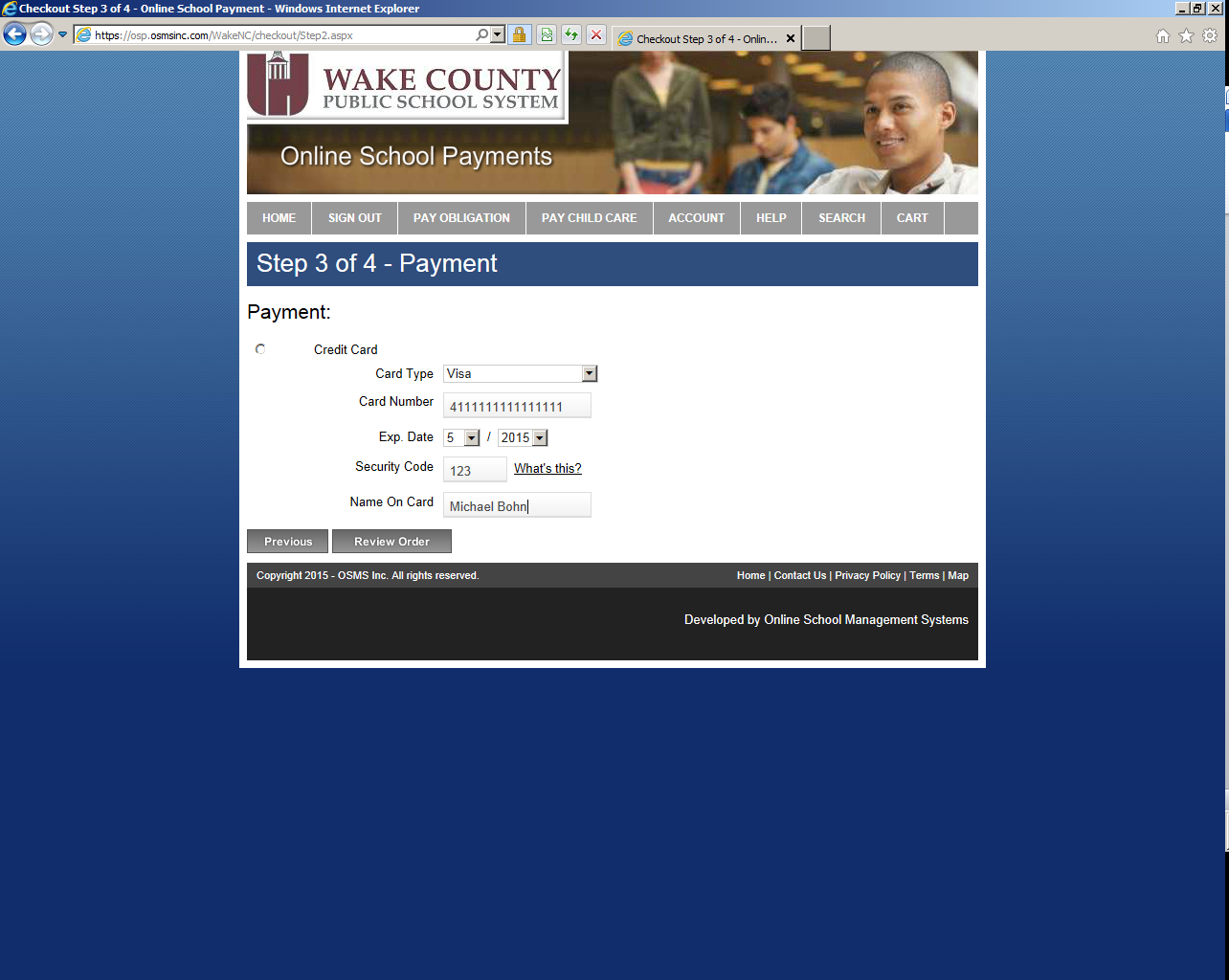
1. Click the “Continue Shopping” button if you would like to make another payment or click the “Checkout” button if you wish to complete the transaction
2. Click the “Next” button on the Assign Student Profile to Activity screen



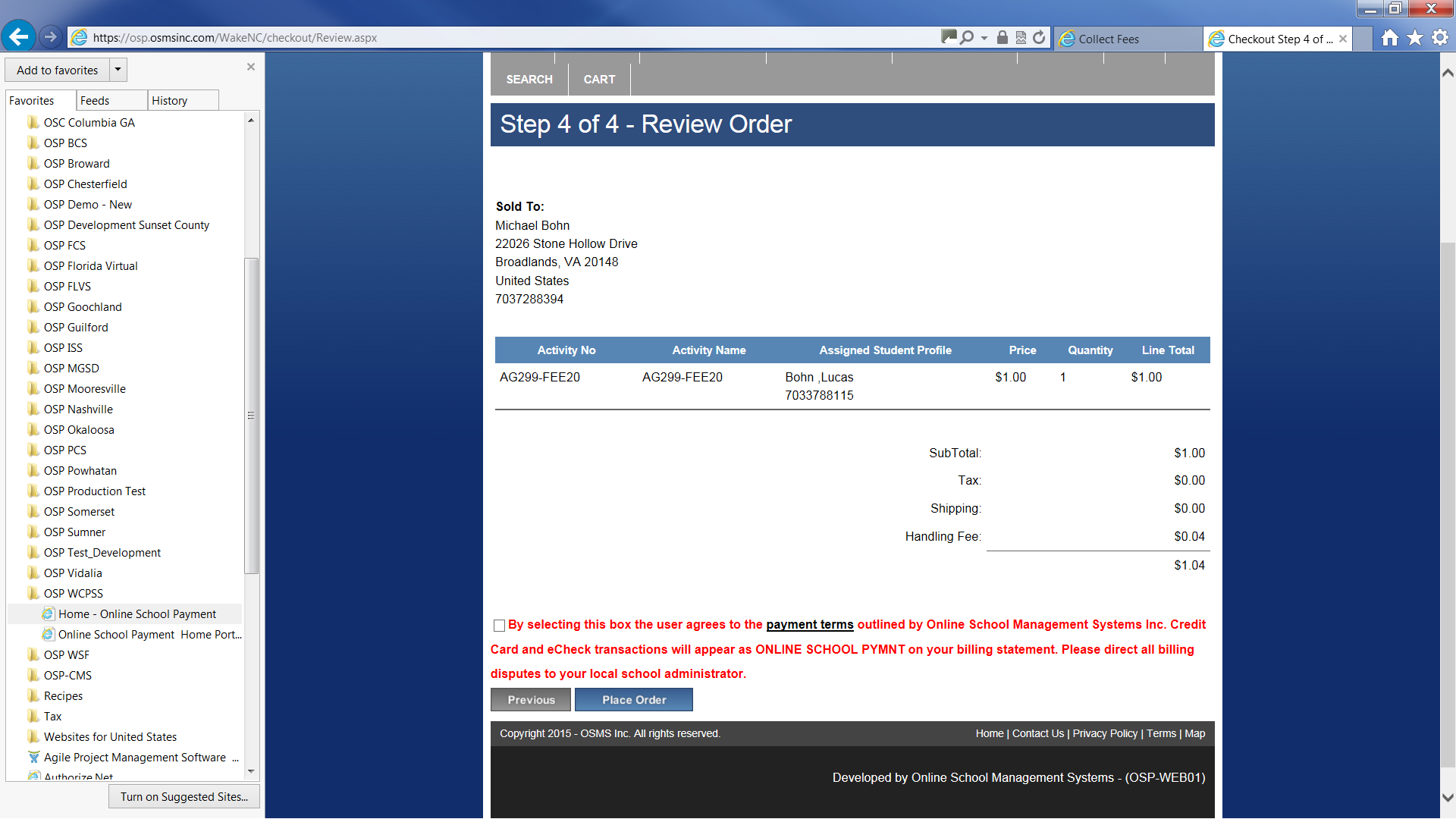
1. Enter in your credit card billing address



1. Enter in your Credit Card information



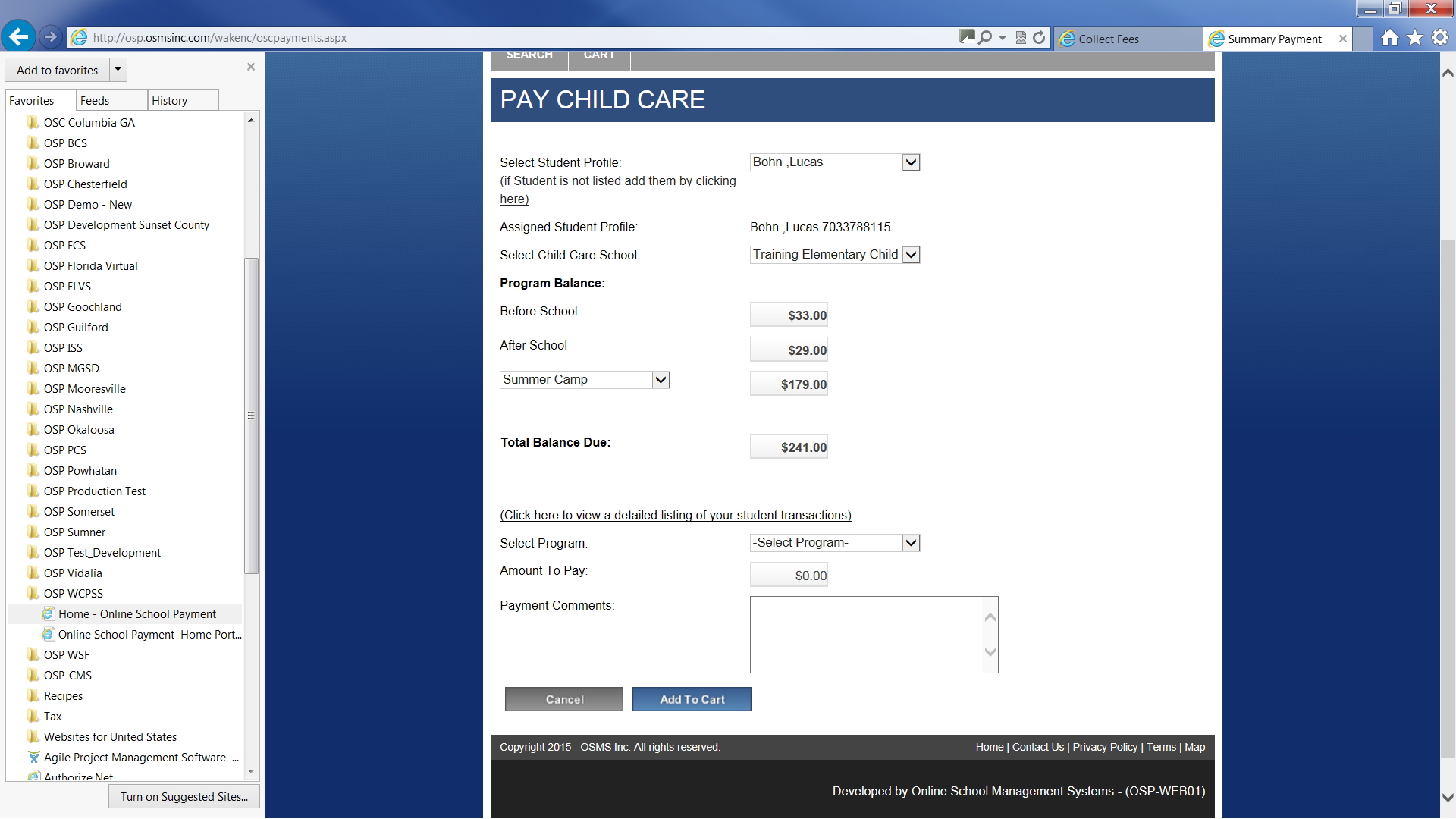
1. Click the “Review Order” button



1. Click the “Place Order” button at the bottom of the page. You have completed your online Child Care payment. A receipt will be emailed to the email address provided when setting up your user account.

# To view a report of your child’s transaction history:

1. On the pay child care screen, select your child and then click the “Click here to view a detailed listing of your student transactions” link



1. The list of transactions will pop up with a default value of the last 30 days. You can select to view:

* Last 30 days
* Last 60 Days
* Last 90 days
* Current Calendar year
* Last Calendar year
* Or enter in a custom date range

Click the refresh button if you have changed the parameters for viewing transactions

1. You can print the report by clicking the print button

