Online School Payments

Questions regarding the new Online Payment System, please contact the Business Support Center at
754-321-0600

Instructions for making online purchases through the **eStore**.

1) Navigate to the **Online School Payment website** from any web browser. This web address is custom to our school district: https://estore.browardschools.com   or https://osp.osmsinc.com/browardfl/

2) Select your **school name** from the tabs on the top of the page. You will need to select the **Category Name** (that is Elementary Schools, Middle Schools, High Schools, etc.) to display the school names.

3) Select any **Activities (sale items)** you wish to purchase by selecting the **Activity Name.**

4) Selection of the activity will take you to the **Item** page. Enter the Quantity then select the **Add to Cart** button to add this item to your **Shopping Cart.**

5) The Add to Cart button will take you to the **Shopping Cart** page. You may either select the **Continue Shopping** button to add more items to your **Shopping Cart** (return to step 3) or press the **Checkout** button to complete the payment.

6) If you are not already logged in, the system will redirect you to the **Sign In** page. You will now be asked to **Login** (if you've used the system before) or to **Create a New User Account**.

    Note: all <u>Usernames</u> must be a verifiable <u>email address</u> only.

7) This will then start the **Check Out** process.

    A. For Each individual line item, you will select a student profile to assign that item to the student. Next to the Select Student Profile, click on the down arrow to display your student name(s). If your list of students is empty, select the add student profile on the top right.

    Note: some items do not require a student profile. ***No Profile Required*** will be displayed next to those line items.

    B. Add your student's first name, last name and student number, then select the **Save** button. Be sure to follow any instructions regarding Student ID Numbers.

    C. Now that the student profile(s) are created, assign each required item to a student profile and click **Next.**

8) Selecting **Next** brings you to the **Address** page. Type in your name, address and phone number. This information must match what is associated with your credit card. Select the **Next** button when finished.

9) On the **Order Review** page, please make sure the order looks correct. Select the **box** to agree to the **Terms and Conditions**, and then select **Next.**

10) The final step is the **Payment** page where you will type in your credit card information. Select the **Place Order** button when finished.

11) Once the transaction is successfully completed, a **Thank You** message with the **Order number** will be displayed. A receipt is also sent to your email address and is always stored in your eStore account under the **Your Account** tab.