



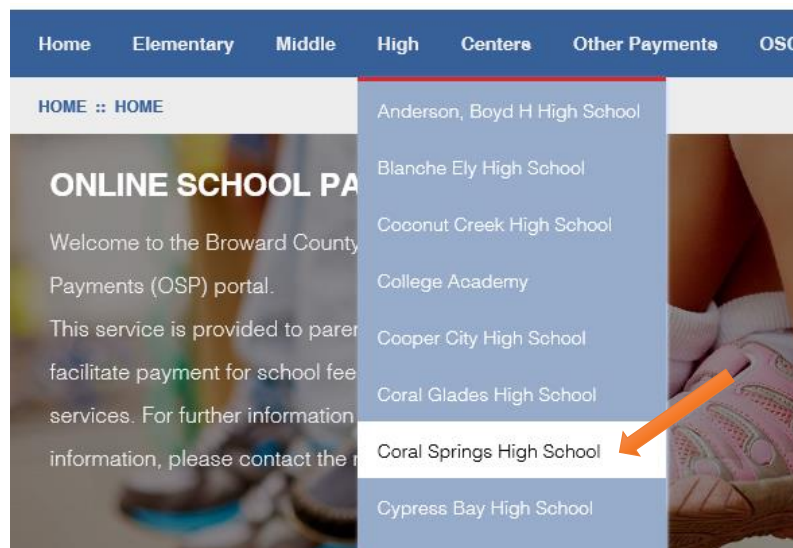
## Broward County Public Schools

### 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 Payments website** from any web browser. This web address is custom to our school district: <https://estore.browardschools.com>
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**.

Select	Image	Activity No.	Activity Name	Teacher/Sponsor	Grade	Course/Class	Act. Date	Price
<input type="checkbox"/>	NO IMAGE AVAILABLE	ZY993-34	<b>Candy Sale</b> We are having our annual Candy Sale	straker,dexter	N/A	NA	NA	\$2.00
<input type="checkbox"/>	NO IMAGE AVAILABLE	ZY993-36	<b>Field Trip</b> Annual Zoo Field Trip	straker,dexter	N/A	NA	NA	\$20.00
<input type="checkbox"/>	NO IMAGE AVAILABLE	ZY993-VAR6	<b>School Donation</b> Thank you for all Donations	NA	NA	NA	NA	\$0.00
<input type="checkbox"/>	NO IMAGE AVAILABLE	ZY993-35	<b>Talent Show</b> We are having our annual Talent Show!	straker,dexter	N/A	NA	NA	\$2.00
<input type="checkbox"/>	NO IMAGE AVAILABLE	ZY993-32	<b>Yearbook Sale</b> We are selling our school Yearbooks!	straker,dexter	N/A	NA	NA	\$45.00

**Add to Cart**

- 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**.

**FIELD TRIP** SKU ZY993-36

NO IMAGE AVAILABLE

**Field Trip**

Qty  **Price : \$20.00**

**Add to Cart**

**Annual Zoo Field Trip**

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Sponsor/Teacher **straker,dexter**

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Grade Level **N/A**

- 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.

FIELD TRIP MONROE HIGH SCHOOL ZY993-36	X	Sub Total:	\$67.00
Qty <input type="text" value="1"/> Price : \$20.00		Service Fee:	\$3.03
YEARBOOK SALE MONROE HIGH SCHOOL ZY993-32	X	Tax:	\$0.00
Qty <input type="text" value="1"/> Price : \$45.00		<b>Total:</b>	<b>\$70.03</b>
CANDY SALE MONROE HIGH SCHOOL ZY993-34	X	Make any changes to the products in your cart? Click <i>Update</i> to refresh the total.	
Qty <input type="text" value="1"/> Price : \$2.00		<input type="button" value="Update"/>	<input type="button" value="Checkout"/>

- 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 Usernames must be a verifiable email address only.

## SIGN IN

Current Users	New Users, Please Create an Account	
	To create a new account please fill in each of the form fields below.	
Username <input type="text" value="required"/>	Username <input type="text" value="required"/>	Email <input type="text" value="required"/>
Password <input type="text" value="required"/> <i>Password must be atleast 8 characters long</i>	First Name <input type="text" value="required"/>	Last Name <input type="text" value="required"/>
<input checked="" type="checkbox"/> Remember Me <a href="#">Forgot Username/Password?</a>	Password <i>8+ characters</i> <input type="text" value="required"/>	Confirm Password <input type="text" value="required"/>
<input type="button" value="Login"/>	Password Hint <input type="text"/>	Password Answer <input type="text"/>
	<input type="button" value="Create New"/>	

- 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.

#### STEP 1 OF 4 - ASSIGN STUDENT PROFILE TO ACTIVITY

3 Items in Cart

Use the Select Student Profile dropdown box for each item in your cart unless the activity has "No Profile Required" indicated in grey. If you do not have students assigned to your profile to select in this drop down, please click the grey ADD STUDENT PROFILE button to add student(s) to your profile.

Add Student Profile

Activity Name	Price	Select Student Profile	Assigned Student Profile	Total
ZY993-36 Field Trip Monroe High School	\$20.00	-Select Student Profile- ▾		\$20.00 <span>X</span>
ZY993-32 Yearbook Sale Monroe High School	\$45.00	-No Profile Required- ▾		\$45.00 <span>X</span>
ZY993-34 Candy Sale Monroe High School	\$2.00	-Select Student Profile- ▾		\$2.00 <span>X</span>
<b>Subtotal:</b>				<b>\$67.00</b>
<a href="#">Next</a>				

- 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.

#### ADD STUDENT PROFILE

First Name :

John

Middle Name :

Last :

Smith

Student ID :

1000001

Cancel

Save

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

## STEP 1 OF 4 - ASSIGN STUDENT PROFILE TO ACTIVITY

3 Items in Cart

Use the Select Student Profile dropdown box for each item in your cart unless the activity has "No Profile Required" indicated in grey. If you do not have students assigned to your profile to select in this drop down, please click the grey ADD STUDENT PROFILE button to add student(s) to your profile.

Add Student Profile

Activity Name	Price	Select Student Profile	Assigned Student Profile	Total
ZY993-36 Field Trip Monroe High School	\$20.00	Smith ,John	Smith ,John 1000001	\$20.00 <input type="button" value="X"/>
ZY993-32 Yearbook Sale Monroe High School	\$45.00	-No Profile Required-		\$45.00 <input type="button" value="X"/>
ZY993-34 Candy Sale Monroe High School	\$2.00	Jolie-Pitt ,Zahara	Jolie-Pitt ,Zahara 7000003	\$2.00 <input type="button" value="X"/>

Subtotal: \$67.00

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.

## 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

Brad

Last

Pitt

Country

United States

Address

123 Fake Street

City

Anywhere

State

VA

Zip

12345

Phone

5555555555

Previous

Next

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**.

## STEP 3 OF 4 - ORDER REVIEW

### Sold To:

Brad Pitt  
123 Fake Street  
Anywhere, VA 12345  
United States  
5555555555

Activity Name	Assigned Student Profile	Price	Quantity	Line Total
ZY993-36 Field Trip Monroe High School	Smith, John 1000001	\$20.00	1	\$20.00
ZY993-32 Yearbook Sale Monroe High School	not Required not Required	\$45.00	1	\$45.00
ZY993-34 Candy Sale Monroe High School	Jolie-Pitt, Zahara 7000003	\$2.00	1	\$2.00

### Purchase Notes (Not Required)

Subtotal	\$67.00
Tax	\$0.00
Service Fee	\$3.03
<b>Amount Due:</b>	<b>\$70.03</b>

By selecting this box the user agrees to the payment terms outlined by Online School Management Systems Inc. Credit Card and eCheck transactions will appear as ONLINE SCHOOL PYMNT on your billing statement. Please direct all billing disputes to your local school administrator.

Previous

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.

## STEP 4 OF 4 - PAYMENT

### Payment:

Credit Card

Card Type

Visa

Card Number

123456789123456

Exp. Date

1 / 2018

Security Code

123 What's this?

Name On Card

Brad X. Pitt

Online School Management Systems credit card processors are compliant to the highest Payment Card Industry standards. Online School Management Systems never retains access to or stores credit card information, and will never share your personal information with third parties.

Previous

Place Order

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.

THANK YOU!

Order 999000151



**Sold To:**

**Brad Pitt**  
123 Fake Street  
Anywhere, VA 12345  
United States  
5555555555

Activity Name	Assigned Student Profile	Price	Quantity	Line Total
ZY993-34 Candy Sale	Jolie-Pitt_Zahara 7000003	\$2.00	1	\$2.00
ZY993-36 Field Trip	Smith, John 1000001	\$20.00	1	\$20.00
ZY993-32 Yearbook Sale	not Required not Required	\$45.00	1	\$45.00

Subtotal	\$67.00
Tax	\$0.00
Service Fee	\$3.03
<b>Amount Due:</b>	<b>\$70.03</b>