INSTRUCTIONS FOR ONLINE SCHOOL PAYMENTS

1. Go to http://ouachitahigh.opsb.net this will take you straight to the Ouachita Parish High School Home page.

2. Scroll down under **Quick Links** and click on icon

3. This will take you to the Activity (sale items) page.

4. Select the activity you wish to purchase by selecting the **Activity Name.**

5. This will then take you to the Item page. Select the **Add to Cart** button to add this item to your cart.

6. This will take you to the **Shopping Cart** page. You may either select **Continue Shopping** to add more or press the **Checkout Button** to complete the payment.

7. If you have 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 – if not – create a parent user account.

8. This will then start the Check Out process. There are 4 steps to check out –

   Step One – Assign a student profile/name to the activity you have chosen. You must do this for each individual activity you select in order for the system to know what student this item is being purchased for. Click on the down arrow next to your item to display your student names. Highlight the name to select to give them credit. Select the Next button when complete. If the list is empty or your student's name does not show up click the Add Student Profile button in the top left. Add your student's info, and then select the Save Changes button.   Be sure to follow the instructions on the screen.

   Step Two – Type in your billing information. Be sure it is the billing – not home – address. Click the next button when finished.

   Step Three – Payment page – type in your credit card info. Select the Review Order button when finished. You can pay with credit card, debit card, e-check, gift card, or a reloadable card.

   Step Four – Review Order page – *please make sure the order is correct*. Select the box to agree to the Terms and Conditions, and then select the Place Order button.

9. Once the transaction is successfully completed, a **Thank You** message with the Order Number will display. A receipt is also sent to your email address and is always stored in your OSP account under the Your Account tab.