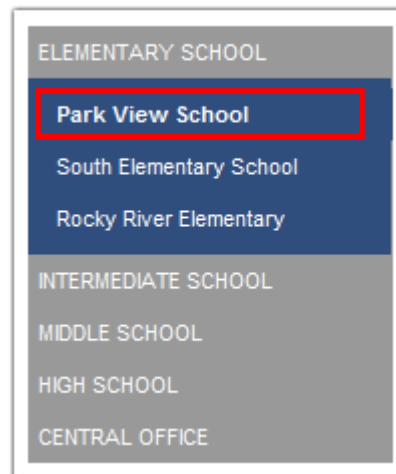# Set up a direct link to your OSP School's Site

The following procedures can be utilized by your local web site administrator to add a website hyperlink directly from your schools home page to the Online School Payments portal associated with your school. Having a hyperlink on the local school website will increase awareness of the new online payment option and provide easy access for parents. If you have any problems establishing the hyperlink please contact OSP support at 703-378-8299 ext. 208.

1. Open your web browser and navigate to your assigned web site.

2. On the left, choose your appropriate school type. (i.e. Elementary School)

3. Scroll through the list and choose your school. The hyperlink directed to your school will be populated in your web browser address bar.

4. Copy the contents of your web browser address bar and paste it into the following code:

http://osp.osmsinc.com/MGSD/BVModules/CategoryTemplates/Detailed%20List%20with%20Properties/Category.aspx?categoryid=AA006

    Online School Payments

5. Copy and paste the above code into your website to establish the hyperlink.

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