



Online School Payments (OSP) Frequently Asked Questions

- How can I create an Outlook rule to forward OSP-related e-mails to designated folders?

Follow the instructions in the [Creating Rules](#) document on the MCPS website under [Inside Outlook > Advanced Training > Inbox Tools](#).

- What is the receipt number after posting the electronic deposit?

The next available receipt number will be automatically assigned after you click the **Print/Post Receipt** button.



- When paying for an activity, how do parents know if the student ID is required?

When creating an activity, state in the description field if the student ID is required or not required.

- Can parents buy more than one quantity of an item?

No, presently parents are limited to one quantity of an item.