

To pay for items through Online School Payments (OSP):

Online School Payments (OSP) accepts Visa and Mastercard. There is a 4% transaction fee charged by Online School Payments. Here is the link for Online School Payments:

To access the link go to the Torrence Creek Elementary website and click on Online School Payments

<http://schools.cms.k12.nc.us/torrencecreekES/Pages/Default.aspx>

Once your account has been created select Torrence Creek Elementary, then select the activity that you wish to pay for. Make sure that you have picked the correct field trip etc. and click **Add to Cart**. Once you verify that all of the items that you wish to pay for are in your cart click **Checkout**.

Step by step is below

1. Click on the item you want to purchase, and then select *Add to Cart*.
2. You can click *Continue Shopping*, you may enter as many items as you want to your cart.
3. When you have finished adding items to your cart, click *Check Out*.
4. Sign in, either creating a new user account, or signing in to a current account.
 - a. If you have an account, you just need to sign in and proceed to step 6.
 - b. If you need to set up an account, fill out the *New Users* section.
5. You should now be at *Step 1 of 4 – Assign Student Profile to Activity*.
 - a. If you just set up account, you will need to click on *Add Student Profile*, the gray box at the top. For Student ID you can put N/A or your phone number. Then *Select student profile* from the drop down menu next to each item you have purchased.
6. Once you have a name next to each activity, click *Next* at the bottom right corner.
7. *Step 2 of 4 – Address*. You will need to enter your address that matches the billing address for the credit card you plan to use. When complete, click *Next*.
8. *Step 3 of 4 – Payment*. Enter your credit card information, and click *Review Order*.
9. *Step 4 of 4 – Review Order*. Look over your order and the payment terms. Then click the box next to the red payment terms and click *Place Order*.
10. You will receive a confirmation email in a few minutes verifying your payment.