

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

Online School Payment (OSP) accepts Visa and MasterCard. There is a 4% transaction fee charged by Online School Payments (and a \$.30 cent fee per transaction for all credit card purchases charged by your credit card company). These charges do not go back to the school. When you click on the **Online School Payment LINK**, you will navigate directly to the Trillium Springs Online School Payment page. Select the activity you wish to pay for. Make sure you have selected the correct item and then click *Add to Cart*. Once you verify that all of the items 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* and you may enter as many items as you want in 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 only 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 an account, you will need to click on *Add Student Profile*, the gray box at the top. For Student ID, you can enter “N/A” or your phone number. Then click on *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 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.