

*We are ...*



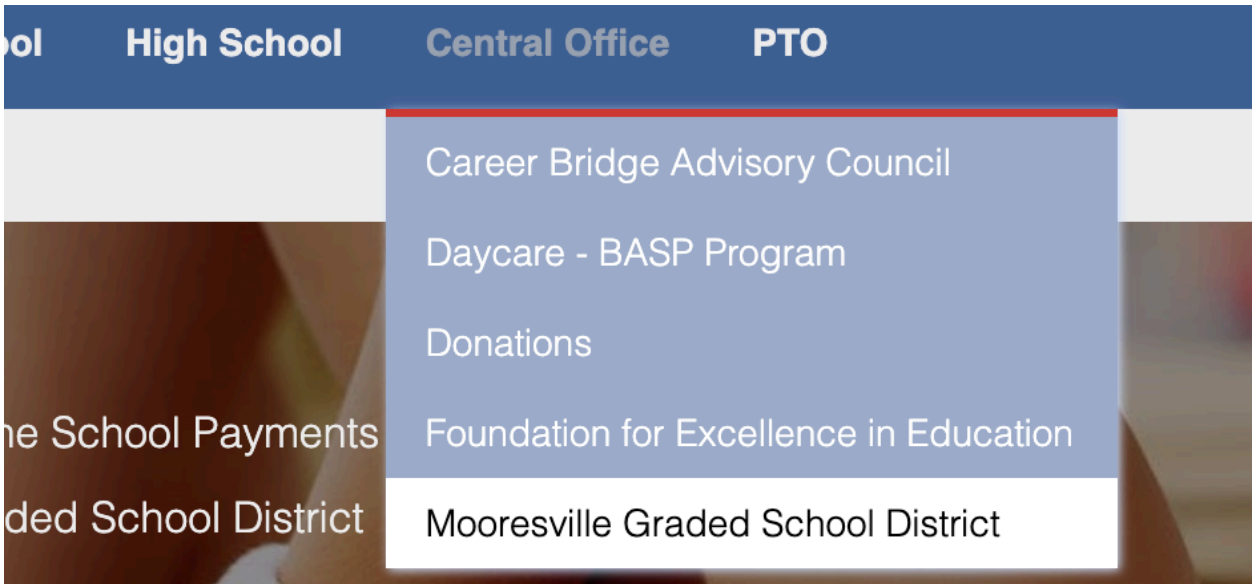
## Laptop Usage Fee Payment

Please follow these directions carefully!

1. To to OSP (Online School Payments) at <https://osp.osmsinc.com/MGSD/>. This link can also be found on the homepage of our MGSD website under Parents & Students.
2. Click on Central Office



3. Click on Mooreville Graded School District



**Mooreville Graded School District**

305 North Main Street Mooreville, North Carolina 28115 · 704/658-2530 · Fax: 704/663-3005

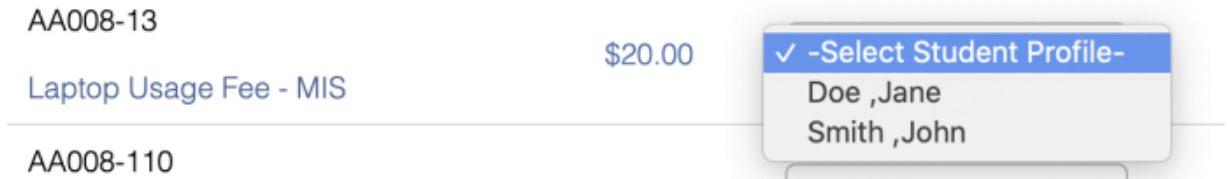
4. Scroll down and click on “Laptop Usage Fee - [your student’s school].” If you are paying for more than one child at different schools, you may click on more than one Usage Fee to add to your cart.

<input type="checkbox"/>	AA008-12	<b>Laptop Usage Fee - EMIS</b> \$20 laptop usage fee for East Mooresville Intermediate School When you make payment online, you acknowledge and accept the Parent/Guardian and Student Guide for Student Laptop Usage.
<input type="checkbox"/>	AA008-14	<b>Laptop Usage Fee - MHS</b> \$20 Laptop usage fee for Mooresville High School When you make payment online, you acknowledge and accept the Parent/Guardian and Student Guide for Student Laptop Usage.
<input type="checkbox"/>	AA008-13	<b>Laptop Usage Fee - MIS</b> \$20 Laptop usage fee for Mooresville Intermediate School When you make payment online, you acknowledge and accept the Parent/Guardian and Student Guide for Student Laptop Usage.
<input type="checkbox"/>	AA008-15	<b>Laptop Usage Fee - MMS</b> \$20 Laptop usage fee for Mooresville Middle School When you make payment online, you acknowledge and accept the Parent/Guardian and Student Guide for Student Laptop Usage.
<input type="checkbox"/>	AA008-110	<b>Laptop Usage Fee - SBM</b> \$20 Laptop usage fee for Selma Burke Middle School When you make payment online, you acknowledge and accept the Parent/Guardian and Student Guide for Student Laptop Usage.

5. Click on “Add to Cart” at the bottom of the page.

**Add to Cart**

- Verify you have the correct items in your cart (if you need to pay for more than one student at the same school, change your quantity) and click on “Checkout.” (You will add student profiles in step 8.)
- Sign in if you have an existing account. If not, create an account.
- Choose the correct Student Profile for each Usage Fee Payment.



If there is not a profile listed, click “Add Student” and follow the instructions to add a student profile for each of your students. Choose the student profile that corresponds with each Usage Fee Payment. It is very beneficial if you have your student’s ID number. It can be found on their report card. If you do not have their student ID, please type your phone number as their Student Number.

**Add Student**

STEP 1 OF 4 - ASSIGN STUDENT PROFILE TO ACTIVITY

1 Item in Cart Add Student

Use the Select Student Profile dropdown box for each item in your cart unless the activity has "No Profile Required" indicated in gray. If you do not have student assigned to your profile to select in this drop down, please click the grey ADD STUDENT PROFILE button to add student to your profiles.

Activity Name	Price	Select Student Profile	Assigned Student Profile	Total
AA008-12 Laptop Usage Fee - EMS	\$50.00	-Select Student Profile- ✓ Doe ,Jane	Doe ,Jane 12345678	\$50.00 <span style="float: right;">X</span>
<b>Subtotal:</b>				<b>\$50.00</b>

Next

- Click “Next.”
- Enter your Billing information and click Next.
- Enter credit card information. Be sure the name and address match that on the billing statement. Anything that does not agree with the billing statement, including the card number and expiration date will cause the transaction to not be processed.
- Click “Place Order.”