Online School Payments (OSP)-Parent instructions:

- Website: http://osp.osmsinc.com/WilliamsonTN
- Locate EWLP under the District Wide menu.
- Select the activity to purchase (ex. Elementary World Language Program – Fall 2025).
- Click activity to add to your shopping cart by clicking on the name Elementary World Language Program – Fall 2025. A box will appear where you will need to type in your child's name and email address. After typing in the child's information, select the add to cart button.
- Select Checkout button.
- You will be asked to login in as a Returning User or you will create an account as a New User.
- You will be asked to assign a student to each activity in your cart.
- If your student has already been added to the system, select their name from the Select Student Profile list box.
- If your student **is not** listed, click on the Add Student Profile (see below) button to add a new student, enter their information (You will be asked for the student ID number. If you do not have your student's ID number, you may create one or use a telephone number that you will hopefully remember for future use). Once the student information is entered be sure to press the Save Changes button.

Add Student Profile
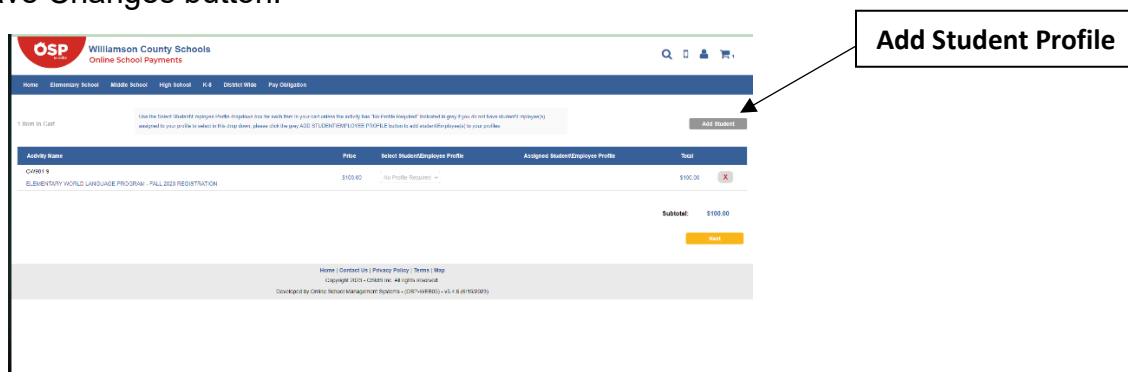
- OSP returns to the assign student screen where you can now select to assign the activity and press the Next button.
- Next enter your address that will match the billing information you intend to use for payment and press the Next button to proceed.
- Enter your card information and click the Review Order button.
- Review your order and click the Place Order button to submit your order.
- Once the transaction is complete, OSP displays a Thank You message with the Order Number for this transaction.
- A receipt is also sent to your email address and is always stored in your OSP account under the Your Account Tab.

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