



SORRENTO PRIMARY SCHOOL
 Online payment for school activities
 Credit and Debit cards accepted

- Are you tired of making an extra trip to school to pay a fee?
- Are you tired of sending your kids to school with cash or checks that they misplace?
- Would you rather make a payment anytime from the comfort of your own home?

Directions for Online Payment System

Most school fees can be paid online. In order to access the online payment system, you will need to know your child's computer login ID that he/she uses at school. That login number will be used as the student number for payments Note: It remains the same each school year, even when they transfer/transition to any other Ascension Parish campus.

1. Go to the Online School Payments website at <http://osp.osmsinc.com/AscensionLA> or access in www.apsb.org.
2. Click on the "Sign In" tab and complete the information for New User account, add passwords of your choice. "Sign In" if you have previously created an Online Payment account.
3. From the left side of the screen, select "Primary School" then "Sorrento Primary"
4. From activities listed, select the "activity" you wish to pay.
5. Click on "Add to Cart" and "Continue Checkout"
6. Click on "Add Student Profile" to add your child. You will need to have their student ID number – (lunch number).
7. At the shopping cart, select your child from the drop down menu under "Select Student Profile"
8. Click "Next" and complete the information for your credit card – Visa or MasterCard.
9. Click "Review Order" then "Place Order"
10. You will receive a confirmation e-mail.
11. PRINT two copies, retain one and send one to the school as proof of payment (If you are ordering items requiring sizes or descriptions an order form would have been provided, please be sure to attach it to the online payment receipt).

