



# Woodland Middle School Online Payment Instructions

Dorchester School District Four is now using the OSP by Edlio online payment system to make it easier for families to pay for school items like fees, shirts, and events.

## Follow these simple steps:

1. Go to <https://tinyurl.com/3s552csp> or scan the QR code.
2. **Create or Log in to Your Account:**
  - a. Click the person icon in the top right corner on a computer or by the shopping cart on a phone.
  - b. If you're a new user, create an account.
  - c. If you already have an account, just log in.
3. **Add Your Student (Required):**
  - a. From the person icon, click **"Student/Employee Profile"** (on a phone, this will be a drop down menu).
  - b. Click on the **"Add Student/Employee Profile"** button
  - c. Complete your student's information, including Student ID.
  - d. Click Save and repeat if you need to add other students.
4. **Make A Payment:**
  - a. On a computer, select **"High"** from the menu above then select **"Woodland Middle School"**. On a phone, click the three red lines in the top left corner, select **"Middle"**, then select **"Woodland Middle School"**.
  - b. Click on what you need to pay for.
  - c. Adjust the quantity or enter the amount, then click **"Add to Cart"**.
  - d. When you're ready, click **"Checkout"** and follow the steps to complete payment.
5. **Check Past Payments Anytime:**
  - a. Click the person icon and select **"Order History"** to review receipts.

**Questions?** Email: [support@osmsinc.com](mailto:support@osmsinc.com)