

## PURCHASING ONLINE

- Go to: <http://osp.osmsinc.com/fultonga>
- Locate Milton from the categories on the left side of the page
- Select the activity **“Coke Bottles - Class of 2020”**
- Click add to cart
- Press check out button to complete payment
- Login in if a returning user **or** create an account for a new user
- Assign a student to your activity (*need student ID number*), if you have more than one student, you will need to do this step for each student.
- **If your student has been added to system, select their name from the Select Student Profile List box.** Otherwise, click on **Add Student Profile button.** **Add a new student, enter their information and press save changes button**
- OSP returns to the assign student screen where you can now select the student and assign to the activity and press next button. If multiple students do for each student.
- Next enter your address and payment information - press next button to proceed
- Enter your card button
- Click review order button
- Click place order button
- Once transaction is complete, OSP will email you a Thank you message and the order number. Please print this off and bring the receipt.

***\*\*Please do not send cash for your orders\*\****

Please complete an order form and place it in the box in the front office or email to [NatermanL@fultonschools.org](mailto:NatermanL@fultonschools.org) if you purchase via credit card for accurate order delivery.