## To order online:

Visa & MasterCard are accepted. There is a 4% nonrefundable convenience fee & a .35 cent transaction fee for online purchases.

- Go to: <a href="http://osp.osmsinc.com/fultonga">http://osp.osmsinc.com/fultonga</a>
- Locate Milton from the categories on the left side of the page
- Select the activity "Coke 2018"
- 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\*\*