

For your convenience, use our new school online payment system. It is fast and easy! Once you set up your user and password, you can use this system to pay your child's lunch money, field trips, assessment fees, and other school purchases using your debit or credit card from any location, 24 hours a day.

Visit the site directly at <http://osp.osmsinc.com/AscensionLA> or following these easy instructions.

Visit www.apsb.org Select Students & Parents, then select Quick Links.

*Once on the payment site, you will need to create yourself as a new user. You only do this the first time you visit. Anytime you return, you will log in as a current user so write your codes down.

*Once you create a user and password, you will need to ADD A STUDENT PROFILE linked to your name.

- Enter the STUDENT'S NAME AND ID NUMBER. The student ID number is the student's lunch number. It is usually a five digit number. If you do not know your child's number, please call the school at 225-391-6600.
- Once you set up the profile for each student, their name will always appear in the drop down menu for you to select which child belongs with which transaction.

*YOU ARE NOW READY TO SHOP!

- If you are paying the cafeteria for meals, please select CAFETERIA instead of PRIMARY SCHOOLS, then select your dollar amount.
- Select ADD TO THE CART. SELECT CHECKOUT. Select the STUDENT PROFILE NAME from the drop down menu to assign the child the purchase is assigned to. Click NEXT.

*Enter your debit or credit card information. Click REVIEW YOUR ORDER. Make sure you check the red box to select the terms. Click PLACE ORDER.

*You will receive an order number on the screen and an immediate email confirming your order. Keep this for your records in case there is a discrepancy in the order. Your debit or credit cards is charged within 24 hours of the purchase but may show pending on some accounts within moments of completing the process.

Now that you have set up your account, you can pay for lunch online anytime as well as other things we tell you about. We hope that you enjoy this convenient process and that you take full advantage of this service.