

## Club Membership Dues Online Payment Instructions

- Go to Google Chrome: <https://www.fultonschools.org/miltonhs> and click on the ONLINE SCHOOL PAYMENT ICON.

Select click on the category “**Club Membership dues**” (located along the left column in **blue**) and then click on “Mu Alpha Theta Math Honors Society”.

- 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 for your records.