- 1. Go to the online payment website: https://osp.osmsinc.com/HenricoVA/
- 2. On the homepage, you will see a blue tab at the top, please click "High"



- 3. A dropdown menu should appear, please select "Henrico High"
- 4. You will see a list of items, scroll down until you see HENRICO MODEL UN- HENRICO INVITATIONAL. It should look like this.

		HENRICO MODEL UN -					
	EH610-510	HENRICO INVITATIONAL HENRICO MODEL UN - HENRICO INVITATION CONFERENCE	BRODA, ELIZABETH	N/A	NA	NA	\$15.00

- 5. Please select it and click the add to cart button on the bottom.
- 6. Once prompted to the shopping cart page, select checkout when ready.

SHOPPING CART 1		
HENRICO MODEL UN - HENRICO INVITATIONAL EH610-510	Sub Total:	\$15.00
Qty 1 Price : \$15.00	Service Fee:	\$0.60
Continue Shopping	Тах:	\$0.00
	Total:	\$15.60
	Make any changes to the produc Click <i>Update</i> to refresh your total	ts in your cart?
	Update	Checkout

- 7. After pressing checkout, it will direct you to create an account or log in if you already have an account.
- 8. Once an account is created or logged in to, you may finish the checkout process and pay.