BARTRAM Online Payment Information Guide

BARTRAM now offers the option of using a credit/debit card in order to securely pay for certain school fees and dues through the School District of Philadelphia's Online School Payments portal. In order to utilize this option, parents/guardians will need to follow the steps listed below in order to create an account, link their student to their account, and enter billing information and method.

Step 1: Go to the School District of Philadelphia's Online School Payments portal by visiting the following webpage: osp.osmsinc.com/Philadelphia

Step 2: Click on High School and select BARTRAM HIGH SCHOOL

Step 3: The following screen will list all of the possible Activities (Dues/Fees) that parents/guardians can pay for using the School District of Philadelphia's Online School Payments portal

Step 4: Select the Class of 2020 Activity and click the Add to Cart button, the next screen will be your cart. You will notice that by using the School District of Philadelphia’s Online School Payments portal there is a service fee. Parents/guardians are still able to pay for school activities with cash if they prefer that method.

Step 5: Click on the Checkout button and log-in or create your new account. Once you create an account this account will be active for as long as you have a student at BARTRAM

Step 6: The next screen is step 1 of 4 in the Checkout process. The very first time you use the School District of Philadelphia’s Online School Payments portal you will need to link your BARTRAM student to your account. Do this by clicking on the Add Student button

Step 7: Enter your BARTRAM student’s First Name, Middle Initial, Last Name, and Student ID number and then click the Save button

Step 8: After you hit Save you should be taken back to the Step 1 of 4 webpage. Next to the price you will see an option to Select Student Profile, click and select your BARTRAM student and then click the Next button

Step 9: Navigate the last screens which will have you enter your Billing Information and your Payment Method Information

Step 10: Complete the transaction.