



**Instructions to purchase the required
2024-2025 Miami-Dade County Public Schools
9-12 Interscholastic Athletic Insurance**

1. Log in to your student portal via a browser either on a computer or a mobile device.
2. Go to Apps/Services/Sites
3. Look for and click the “OSP” (Online School Payments) tile.
4. Click “Secondary Schools” and scroll to select “JC Bermudez Doral Senior High - 7641.”
5. Select (put a check) - “INSURANCE - ALL SPORTS - SY 2024/2025 - NO REFUND.”
6. Click “Add to Cart”
7. Click on “Checkout” and select the scroll down menu to Select Student Profile the insurance is for.
8. Click “Next” and follow the instructions to complete “Bill To” section and then click “Next”.
9. On the next screen in the “Purchase Notes” section indicate the student-athlete’s name, birthdate and grade level!
10. Check the box indicating that the transaction will appear as OSP JC Bermudez Doral Senior High then click “Next”
11. The system will continue to guide your through the process of entering the credit/debit card info.
12. Click “Place Order”
13. Print and save the payment receipt. Possibly have the student save a screenshot on their mobile device.

After your purchase, the system will generate a receipt and automatically notify the Athletic Office

