

ONLINE SCHOOL PAYMENT DIRECTIONS

PLEASE USE A LAPTOP OR COMPUTER

Chesapeake Public Schools now accepts online credit card payments for school activities and items such as field trips and lost library books, etc. at Great Bridge Primary School and all Chesapeake Schools. You will be able to use this account until your child graduates from high school. Create one account and pay for all of your children's school needs with just a couple of clicks. This form of payment helps prevent the loss of cash or checks; saves the teacher time as she does not have to receipt the payment and the bookkeeper doesn't have to go to the bank. Directions and information for payments online are listed below. You can contact Great Bridge Primary School at (757) 547-1135 for any questions or concerns.

You can access the OSP website by going to <http://osp.osmsinc.com/chesapeakeva>

To Place a New Order

- On the blue bar across the screen: Choose Elementary Great Bridge Primary
- A list of current activities/items will display for selection
- Click on activity name and add to cart
- Continue Shopping or Checkout

Create an Account

- At the top right of the Screen: Click figure Icon Sign In New Users
- Complete the information Create New
- One account can be used for the entire family
- Must Sign In to make a purchase

Check Out (4 Steps)

1. Assign Student Profile to Activity
 - Select Student Profile Enter Name and Student ID
 - One school per transaction
0. Billing Information
 - Program will save billing information
0. Payment Information
 - Credit card information will not be saved. Parent must type payment information each transaction
0. Review Order
 - Once reviewed choose Place Order Order Number will display
 - Once transaction is complete, and e-mail will be sent to the parent, the bookkeeper and the sponsor of the activity

New activities/items will be added as the year continues.

Please note: A non-refundable fee of 4% plus a \$0.35 non-refundable transaction fee will be charged to all purchases. These fees are not collected by Chesapeake Public Schools, but are processing fees of OSP, the company hosting this site for maintenance and VISA/MC payments.

