



Online School Payments

Chesapeake Public Schools now accepts online credit card payments for replacement diplomas. Checks or money orders will still be accepted. **CASH IS NOT ACCEPTED.** Directions for online credit card payments are listed below. Please indicate on the Replacement Diploma Order Form if paying by credit card. Contact Karrin Drake, Center for Teaching & Learning at (757) 547-0153 Ext. 155 for any questions.

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. Only VISA and Master Cards are accepted.

Online School Payments (OSP)

You can access the OSP website at: <https://osp.osmsinc.com/ChesapeakeVA/>

OR

on Chesapeake Public Schools website www.cpschools.com Click on the **Families** drop down tab, then click on **Online School Payments (OSP)**. You will get the message: You are now leaving the Chesapeake Public Schools website. Click **OK**

To Place a New Order

- On the blue bar across the screen: Click **CPS ACCT** then **CPS Accounting Dept.**
- A list of current activities/items will display for selection
- Click the box next to the appropriate **Diploma** activity name, then click on the **blue colored Activity Number**. This will bring up a **Description** box. Type in your full name and phone number, then click **Add to Cart**, then **Checkout**

Create an Account or Sign In

- Current Users can Sign In
- New Users can Create Account > complete information & click > Create New
- One account can be used for an entire family
- You must Sign In to make a purchase

Check Out (4 Steps)

Step 1. Select Student Profile

-**No Profile Required** for a replacement diploma purchase. Click **Next**

Step 2. Address

-Please enter required billing information then click **Next**

Step 3. Order Review

-Please review order and click box agreeing to payment terms then click **Next**

Step 4. Payment

-Please type in credit card information. This information will not be saved after each transaction has been completed. Click **Place Order**

Once transaction is complete an email will be sent to the applicant, to the Center for Teaching & Learning, and to the Accounting Department