Guide to registering and using Online School Payments

Chesapeake Public Schools has partnered with **Online School Payments (OSP)** to provide an online payment system to allow families to pay for a variety of fees, charges and to purchase items.

- This payment method is an option provided to parents as a convenience. Schools will continue to accept payments by cash, check and money order.
- Parents will be able to shop for multiple students at the same school. If you have students at more than one school, you will not be able to combine your shopping cart for multiple schools.
- This payment method includes a non-refundable 4% processing fee and $0.35 per transaction fee. These fees are not collected by Chesapeake Public Schools but are fees charged by OSP and VISA / MasterCard.

 Please follow these instructions to get started:

Account set up:

Access Online School Payments (OSP) at https://osp.osmsinc.com/ChesapeakeVA/default.aspx

1. Click the Sign In tab on the top of the page. Complete the New User's Profile and click the Create New button.

2. Add student(s) to your user account by selecting Student Profile under Your Account. Click Add Student Profile.

3. Enter student's name and student id as it appears in Synergy and on report cards, schedules, and other CPS documentation. **After completing steps 1-3, your initial user set up is complete**.

Add items to your cart:

4. Choose your student's school. Activities available for purchase will appear under the Select Activity section. Examples of activities include club dues, gym suit sales, and field trip fees. Items with varying costs such as lost library books and library fines will appear under Pay Obligation. You will enter the cost provided by your school.

Check out:

 5. Assign your student(s) to activities and obligations in the cart.

6. After assigning a student profile to items in your cart, click the Next button. You will then complete address and payment information to complete the online payment process. Credit card information **will not** be saved to your account.

7. Once the transaction is complete, OSP displays a Thank You message with the order number for your transaction. A receipt is also sent to your email address and stored in your OSP account under the Your Account tab. The school bookkeeper and school activity sponsor will also receive notification of your payment.