

# Online School Payment - Parent Instructions

Visit <http://osp.osmsinc.com/HenricoVA>

## Current User

- Select Sign in, under Current User put in your Username and Password, Login.
- Select Pay Obligation, Select Student Profile, Select School Student Attends. Start Shopping

## New User

- Click "Sign In" to create an account

The screenshot shows the HCPS Online School Payments portal. At the top left is the HCPS logo with the tagline "The right to achieve. The support to succeed." To the right, the address is listed: "Online School Payments, P.O. Box 23120, 3820 Nine Mile Road, Henrico, Virginia 23223". A navigation menu includes links for HOME, SIGN IN, PAY OBLIGATION, OTHER PAYMENTS, YOUR ACCOUNT, CUSTOMER SERVICE, SEARCH, and VIEW CART. Below the menu, there is a "Schools" dropdown menu with options: ADULT, ELEMENTARY, HIGH, MIDDLE, and SPECIAL PROGRAMS. A red arrow points to the "SIGN IN" link in the navigation menu. A red box highlights the "SIGN IN" link and the "SCHOOL" dropdown menu. A red text box says "PLEASE READ ALL INSTRUCTIONS BELOW:". Below this, a welcome message states: "Welcome to the Henrico County Public Schools Online School Payments (OSP) portal. This service provides parents the opportunity to make secure online payments for school fees for a variety of products and services. This solution is currently deployed to our secondary schools, but will be expanded to all elementary schools later this school year. A 4% convenience fee is added to the total to pay the vendor for this service. Link to Log in: <http://osp.osmsinc.com/HenricoVA/Payment.aspx> 1) Obligations are fees assigned based on your course schedule and are required for

- If this is your first time logging in to Online School Payments, select "New Users" enter all information requested and click "Create New", or sign in as a Current User.

The screenshot shows the "Sign In" page. At the top, there is a navigation menu with links for HOME, SIGN IN, PAY OBLIGATION, OTHER PAYMENTS, YOUR ACCOUNT, CUSTOMER SERVICE, SEARCH, and VIEW CART. Below the menu, there is a "Home :: Sign In" breadcrumb. The page is divided into two sections: "Current Users" and "New Users". The "Current Users" section has a "Username:" field, a "Password:" field, a "Login" button, and a link for "Forgot Username and/or Password? Click Here.". The "New Users" section has a "Username:" field, an "Email:" field, "First Name:" and "Last Name:" fields, a "Password:" field, a "Confirm Password:" field, a "Password Hint:" field, and a "Password Answer:" field. A "Create New" button is at the bottom. A red arrow points to the "New Users" section.

- Next, select "Student Profile" under "Your Account".

The screenshot shows the "Student Profile" page. At the top, there is a navigation menu with links for HOME, YOUR ACCOUNT, and STUDENT PROFILE. Below the menu, there is a "Your Account" breadcrumb. The page is divided into two sections: "Your Account" and "Student Profile". The "Your Account" section has a list of links: ADDRESS BOOK, ORDER HISTORY, CHANGE EMAIL, CHANGE PASSWORD, CHANGE NAME, and STUDENT PROFILE. The "Student Profile" section has an "Add Student Profile" button. A red arrow points to the "STUDENT PROFILE" link in the "Your Account" section, and another red arrow points to the "Add Student Profile" button.

- Then click, “Add Student Profile”

- You will need your student’s ID number to complete your student profile. This can be found on report cards or official school documents. If you don’t know your child’s student ID number, please visit your student’s school to obtain this information. Once you finish entering your student’s Profile, click “Save Changes”. Now you may pay your student’s fees.

**START SHOPPING**

- Select “To pay obligations click here”.
- A list of your student’s course related fees will appear. Select school student attends.
- Please click “Pay” beside each item you are paying for, then select “Add to Cart”

ID	Description	Oblig Date	Amount	Pay
[Redacted]	2017-2018 Photography 8474G INTRO TO PHOTO - 8474G 096-369	08/22/2017	\$8.00	<input type="checkbox"/>
[Redacted]	Class Fee of 2020 096-999	08/22/2017	\$4.00	<input type="checkbox"/>
[Redacted]	2017-2018 Science 4310C BIOLOGY I (College Prep) - 431 096-301	08/22/2017	\$5.00	<input type="checkbox"/>
[Redacted]	Information Access & Retrieval Fee 2017-2018 096-089	08/22/2017	\$5.00	<input type="checkbox"/>
[Redacted]	2017-2018 PE Fee and Lock Rental 7400 HEALTH and PE 10 - 7400 096-266	08/22/2017	\$5.00	<input type="checkbox"/>
[Redacted]	2017-2018 Art Full Year - Level III, IV, and V 9163 CERAMICS I - 9163 096-012	08/22/2017	\$12.00	<input type="checkbox"/>
[Redacted]	Laptop Fee 17-2018 096-430	08/22/2017	\$50.00	<input type="checkbox"/>

- Next, select Continue Shopping

**Shopping Cart**

3 Items in Cart

Activity Name	Price	Quantity	Total	
<a href="#">EH099-OBLIG8</a> <b>006 Test School</b>	\$15.00		\$15.00	x
<a href="#">EH099-OBLIG8</a> <b>006 Test School</b>	\$20.00		\$20.00	x
<a href="#">EH098-10</a> <b>2016-2017 AP Biology Exam Training School</b>	\$91.00	1	\$91.00	x

Make any changes above?  Sub Total: \$126.00

- Select your school from the left side to view optional fees and products offered by the school.
- These might include PE shirt, PE shorts, Yearbook, agendas, AP exams, etc. Click on the Activity Name to select the time, then click “add to cart”. Once you have selected all items you wish to pay for and added them to your cart, select “Check Out”.

**Schools**

**Glen Allen High**

If you are creating an account for the first time, you will be asked to set up your student(s) in the Student Profile.  
A 4% site processing fee will be automatically added to your purchase price.  
**Please select an activity below or to pay Student Obligations, please [click here](#).**

Activity No.	Activity Name	Teacher / Sponsor	Grade Level	Course / Class	Activity Date	Price
EH096-345	<b>PARKING PASS (SENIORS ONLY)</b>	BOOKER, JEROME	12	NA	NA	\$50.00
	PARKING PASS FOR SCHOOL YEAR. FIRST OF YEAR, SRS ONLY. WILL OPEN FOR JRS LATER.					
EH096-28	<b>PE Shirt Size 2XL - 4XL</b>	District, Setup	N/A	Category	NA	\$5.00
	2016-2017 PE Shirt Size 2XL - 4XL					
EH096-29	<b>PE Shirt Size S - XL</b>	District, Setup	N/A	Category	NA	\$3.00
	2016-2017 PE Shirt Size S - XL					
EH096-30	<b>PE Shorts</b>	District, Setup	N/A	Category	NA	\$6.00

**Step 1 of 4 - Assign Student Profile to Activity**

4 Items in Cart

**Use the Select Student Profile dropdown box for each item in your cart unless the activity has "No Profile Required" indicated in grey. If you do not have students assigned to your profile to select in this drop down, please click the grey ADD STUDENT PROFILE button to add student(s) to your profile.**

Activity Name	Price	Select Student Profile	Assigned Student Profile	Total	
<a href="#">EH096-OBLIG27</a> <b>Class Fee 2020 Glen Allen High</b>	\$4.00	<input type="text"/>	<input type="text"/>	\$4.00	<input type="button" value="Delete"/>
<a href="#">EH096-OBLIG16</a> <b>Science Glen Allen High</b>	\$5.00	<input type="text"/>	<input type="text"/>	\$5.00	<input type="button" value="Delete"/>
<a href="#">EH096-OBLIG22</a> <b>Information Access &amp; Retrieval Fee Glen Allen High</b>	\$5.00	<input type="text"/>	<input type="text"/>	\$5.00	<input type="button" value="Delete"/>
<a href="#">EH096-OBLIG23</a> <b>Laptop Fee Glen Allen High</b>	\$50.00	<input type="text"/>	<input type="text"/>	\$50.00	<input type="button" value="Delete"/>

Subtotal: \$64.00

- Make sure that a student is selected under the Select Student Profile. Select Next.

**Step 2 of 4 - Address**

**i** Please enter your credit card billing address information. The name and address below must match those used by your credit card company exactly or the transaction will not be approved or processed.

Address Book

**Bill To:**

Country:

First, MI:

Last:

Address:

City:

State, Zip:   (e.g) xxxxx (or) xxxxxxxx

Phone:  (e.g) xxxxxxxxx

- Enter your Billing information.

**Step 3 of 4 - Order Review**

**Sold To:**  
Maria Wyman  
3820 Nine Mile Road  
Henrico, VA 23223  
United States  
8046523508

Activity No	Activity Name	Assigned Student Profile	Price	Quantity	Line Total
EH096-OBLIG27	Class Fee 2020 Glen Allen High	<input type="text"/>	\$4.00	1	\$4.00
EH096-OBLIG16	Science Glen Allen High	<input type="text"/>	\$5.00	1	\$5.00
EH096-OBLIG22	Information Access & Retrieval Fee Glen Allen High	<input type="text"/>	\$5.00	1	\$5.00
EH096-OBLIG23	Laptop Fee Glen Allen High	<input type="text"/>	\$50.00	1	\$50.00
				Subtotal:	\$64.00
				Tax:	\$0.00
				Shipping:	\$0.00
				Convenience Fee:	\$2.56
					\$66.56

Purchase Notes(Not Required)

By selecting this box the user agrees to the payment terms outlined by Online School Management Systems Inc. Credit Card and eCheck transactions will appear as ONLINE SCHOOL PYMNT on your billing statement. Please direct all billing disputes to your local school administrator.

- Review Order and Select Next

**Step 4 of 4 - Payment**

**Payment:**

Credit Card

Card Type

Card Number

Exp. Date  /

Security Code  [What's this?](#)

Name On Card

Online School Management Systems credit card processors are compliant to the highest Payment Card Industry (PCI) standards. The online school payment solution never retains access to or stores credit card information, and will never share your personal information with anyone.

- Next, enter your payment information.
- Place Order
- Then, click "Print this page and bring with you to your student's fee night.
- If you have multiple students, at different schools, you will need to pay separately online for each school.
- If you have a student at one of the Technical Centers you will need to select that Technical Center to pay fees.