Online School Payments (OSP) Instructions
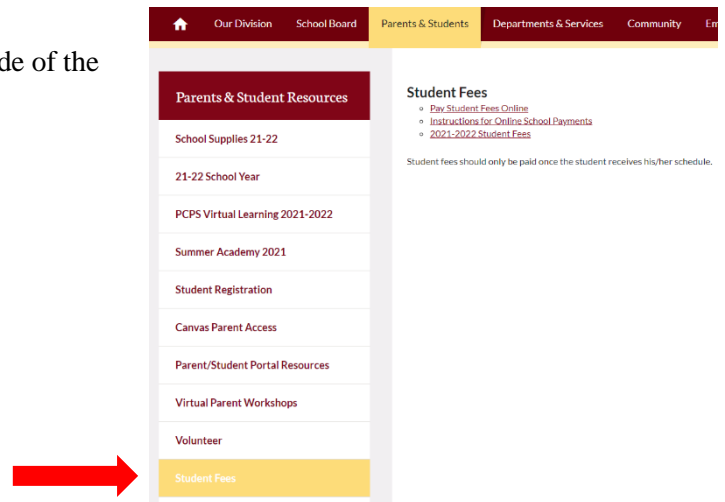
To pay student fees for Poquoson City Public Schools:
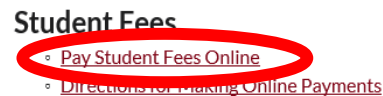
1. Navigate to the PCPS homepage (https://www.poquoson.k12.va.us) and select **Parents & Students** from the header row across the top.

2. Select **Student Fees** from the menu on the left side of the page.

3. Select **Pay Student Fees Online**.

4. This will take you to the Online School Payments portal.

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5. Click on **Poquoson Schools** to find your school. (You can also hover over Poquoson Schools and click from the drop down menu.)

6. Click on your school from the list at the left hand side of the screen. This will bring up an activity list for available fees to select. <mark>Please note that each school must be processed individually.</mark>
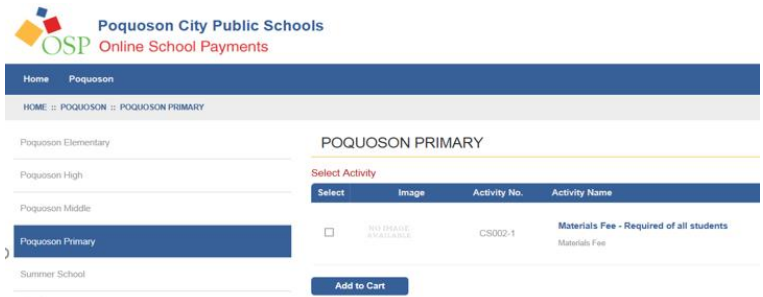
7. Select the Activities you wish to purchase by **checking the box to the left of the Activity Name** and then click **Add to Cart** at the bottom of the page to add the activities to your shopping cart.
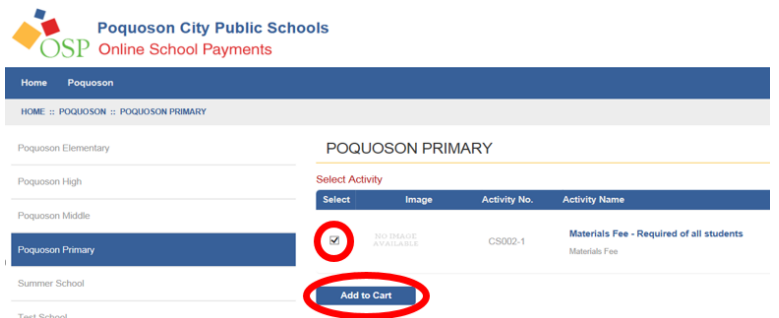
8. Press **Checkout** on the right hand side of the screen to complete the order. Please note that there is typically a 4% service fee charged by OSP. Due to COVID-19, the 4% service fee pertaining to school related fees has been waived if you make a payment by October 1, 2021. (This waiver does not apply to technology devices.)
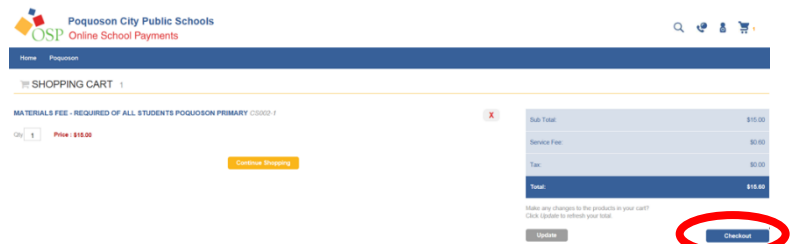
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9. You will need to **Sign In as a Current User or Create an Account**.

10. If you have not added your student to your profile, click **Add Student Profile** on the right to add a student to your account, enter their information and press **Save**. If you have already added your student to your profile, skip to step 11.

11. You will need to **assign a student from the drop down box** to each activity in your cart. If the student's name is not displayed, then add the student to the student profile (step 10). Select the **Next** button to proceed. Please note that each school must be processed individually.

12. Enter your address that will match the credit card billing address and press the Next button at the bottom of the screen to proceed.

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13. Review your order to ensure all activities are included. **Click the box** to agree to the Online School Management Systems payment terms. Then click **Next** at the bottom of the screen.

14. Enter your credit card information and click **Place Order** to complete your transaction.

15. Once the transaction is complete, Online School Payments displays a Thank You message with the order number for this transaction. A receipt is also sent to your email address and is always stored in your OSP account under the Your Account tab.