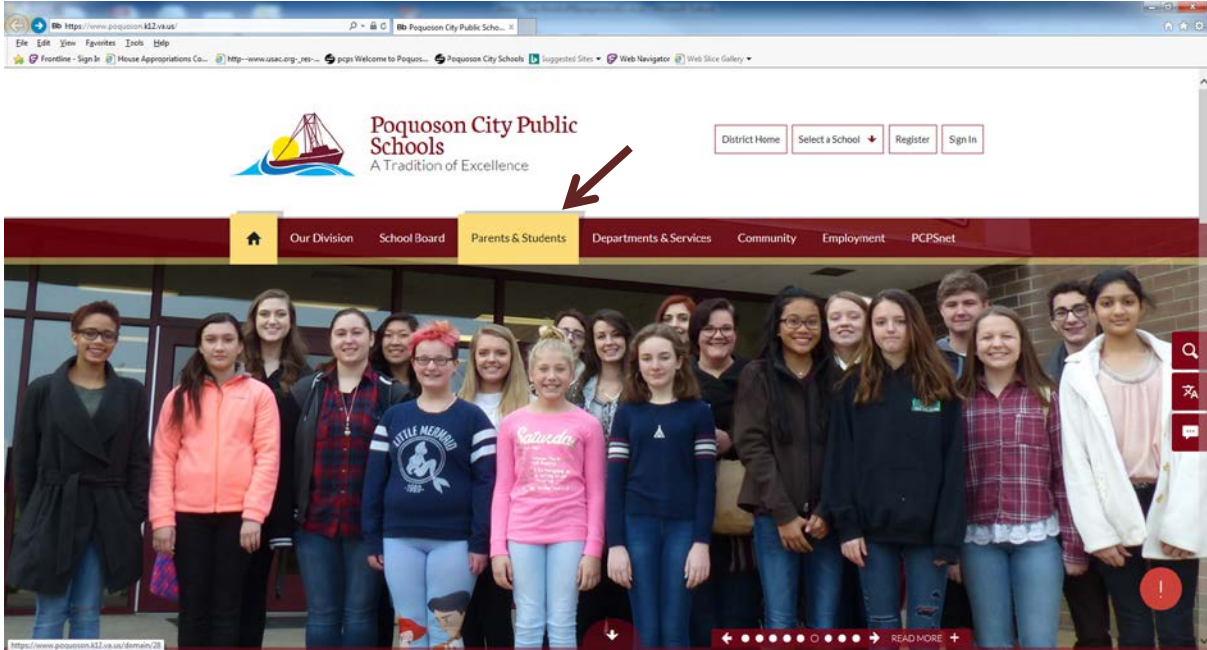


Online School Payments (OSP) – Parent Instructions

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.

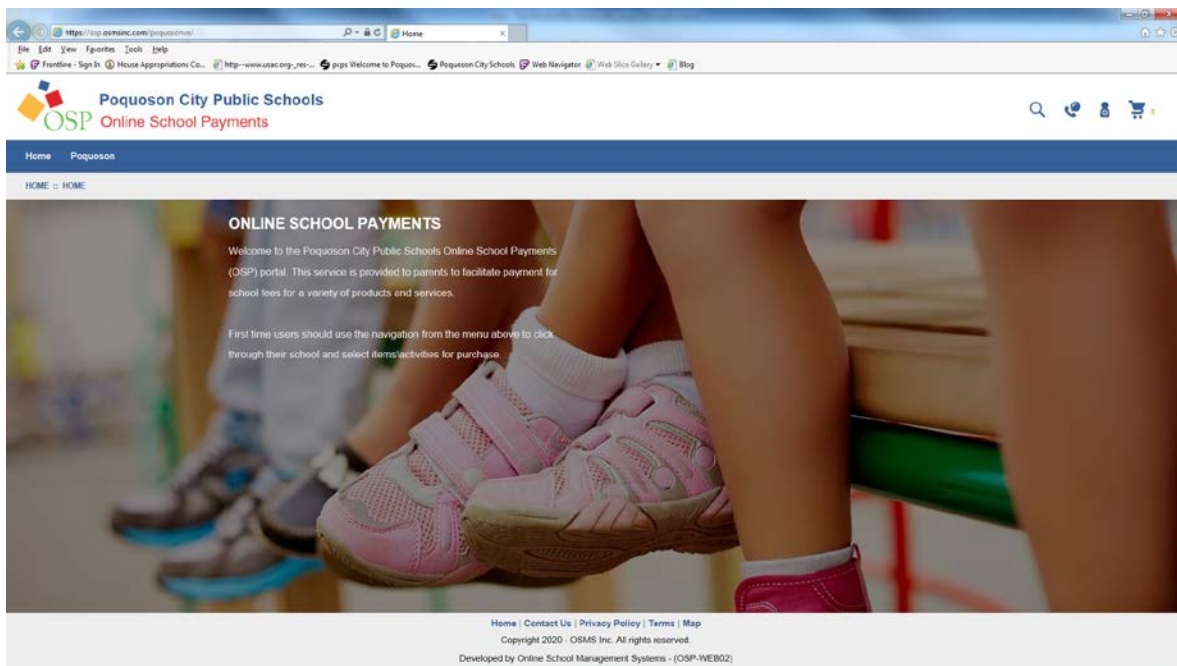


Online School Payments (OSP) – Parent Instructions

3. Select Pay Student Fees Online.

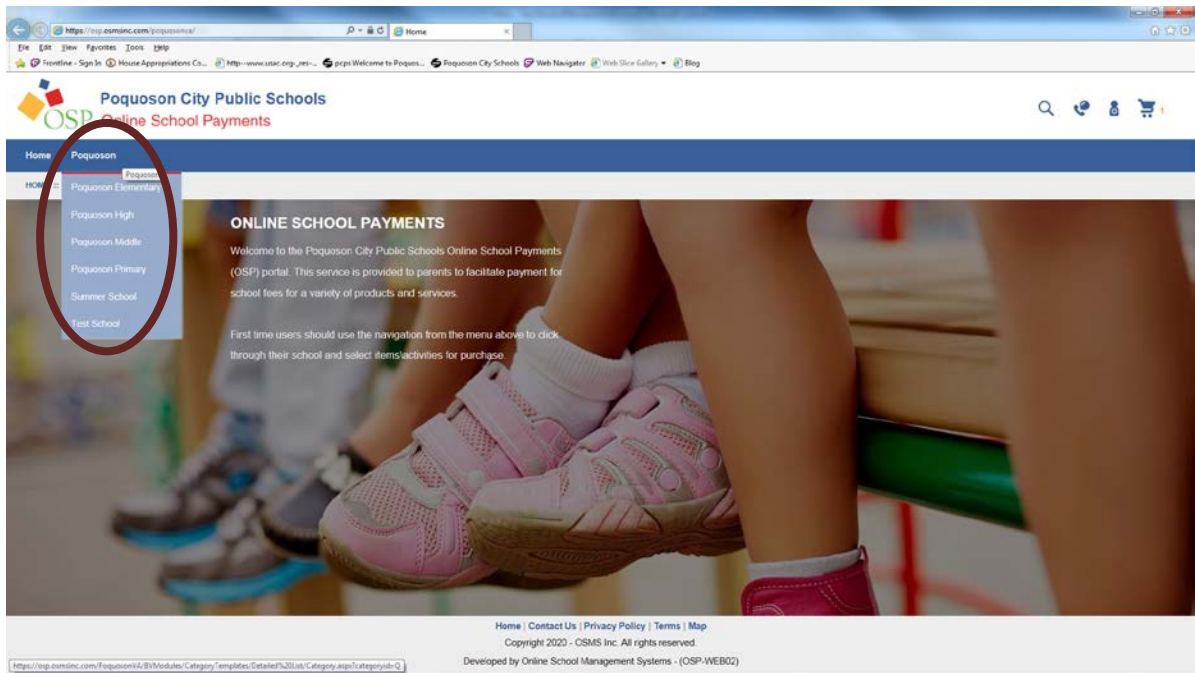


4. This will take you to the Online School Payments portal.

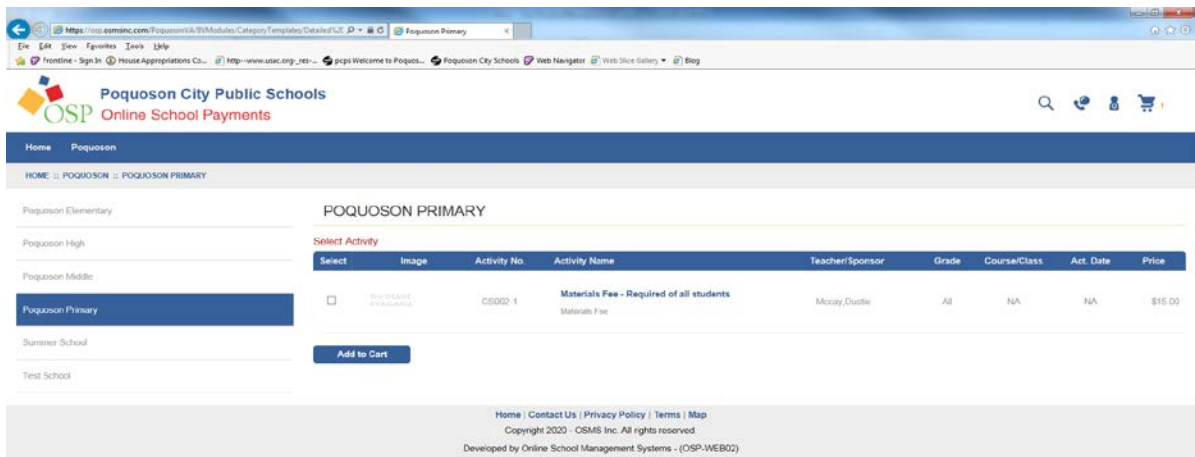


Online School Payments (OSP) – Parent Instructions

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

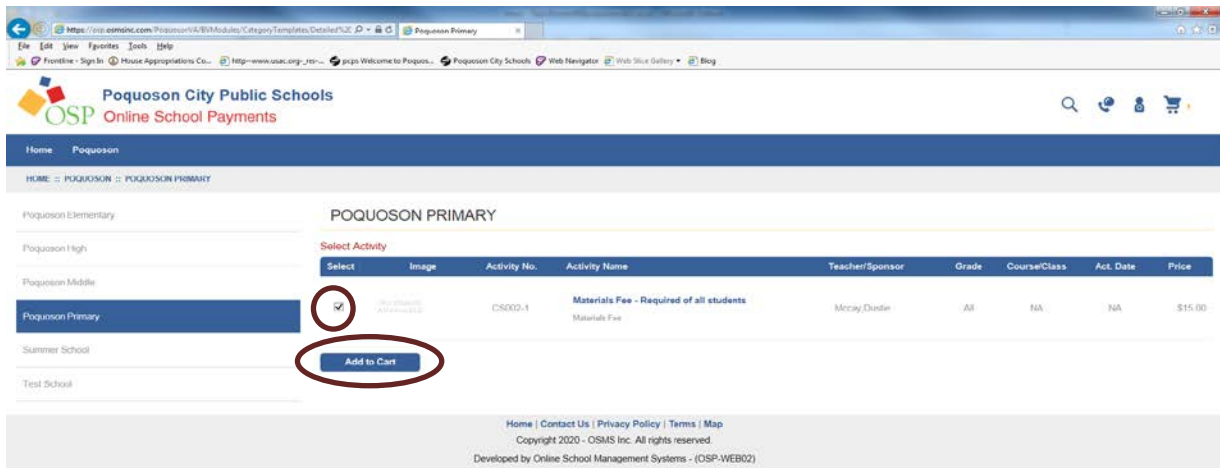


6. Click on your school from the list at the left hand side of the screen. This will bring up an activity list for available fees to select. **Please note that each school must be processed individually.**

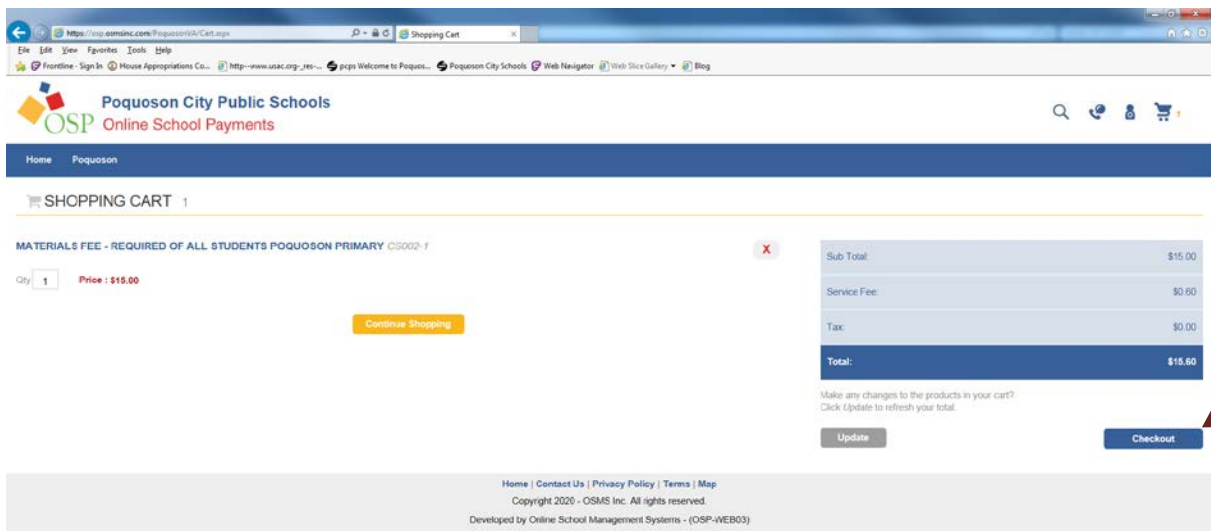


Online School Payments (OSP) – Parent Instructions

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. Click the Checkout on the right hand side of the screen to complete the order. Please note: The total includes a 4% service fee charged by OSP.



Online School Payments (OSP) – Parent Instructions

9. You will need to Sign In as a Current User or Create an Account.

SIGN IN

Current Users

Username
required

Password
required
Password must be atleast 6 characters long

Remember Me [Forgot Username/Password?](#)

Login

New Users, Please Create an Account
To create a new account please fill in each of the form fields below.

Username
required

* First Name
required

Password
required *8+ characters*

Password Hint

Email
required

Last Name
required

Confirm Password
required

Password Answer

Create New

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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.

STEP 1 OF 4 - ASSIGN STUDENT PROFILE TO ACTIVITY

1 Item 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.

Add Student Profile

Activity Name	Price	Select Student Profile	Assigned Student Profile	Total
CS002-1 Materials Fee - Required of all students Poquoson Primary	\$15.00	-Select Student Profile-		\$15.00 X
Subtotal:				\$15.00

Next

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Online School Payments (OSP) – Parent Instructions

11. Next, you will be asked 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.**

STEP 1 OF 4 - ASSIGN STUDENT PROFILE TO ACTIVITY

1 Item 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
CS002-1 Materials Fee - Required of all students Poquoson Primary	\$15.00	Islander_Bull	Islander_Bull 123456	\$15.00
				Subtotal: \$15.00

Next

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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.

STEP 2 OF 4 - ADDRESS

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.

Bill To:

* First: required
* Last: required

Country: United States

* Address: required

* City: required
State: --
Zip: required

Phone: required

Online School Payments (OSP) – Parent Instructions

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.

STEP 3 OF 4 - ORDER REVIEW

Sold To:
Bull Islander
123 Bull Islander Way
Poquoson, VA 23662
United States
707-806-1234

Activity Name	Assigned Student Profile	Price	Quantity	Line Total
C2002-1 Materials Fee - Required of all students Poquoson Primary	Islander_Bull 123456	\$15.00	1	\$15.00

Purchase Notes (Not Required)

Subtotal	\$15.00
Tax	\$0.00
Service Fee	\$0.00
Amount Due:	\$15.00

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.

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

STEP 4 OF 4 - PAYMENT

Payment:

Credit Card

Card Type
< Select A Card Type >

Card Number

Exp. Date

Security Code

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.

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.