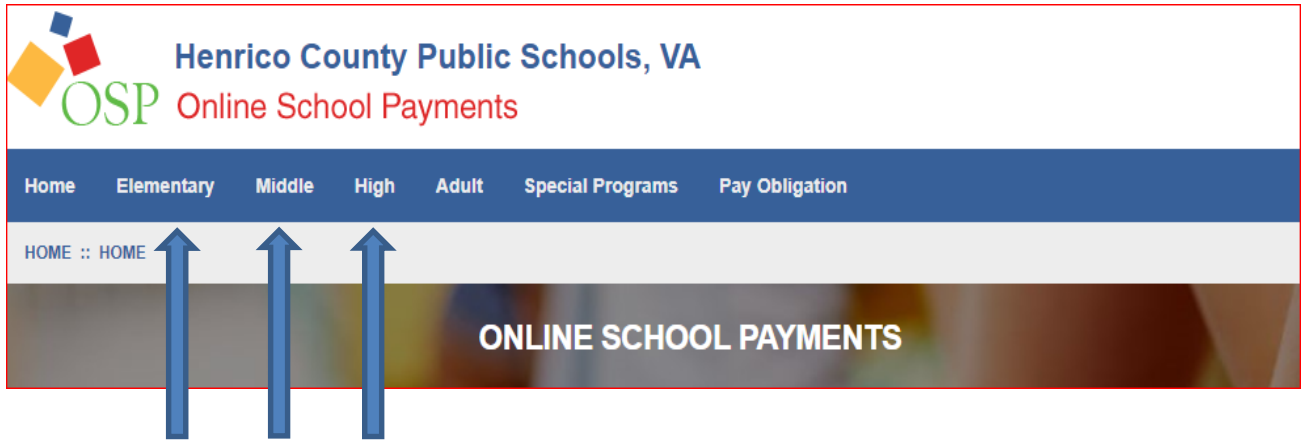


Online School Payment - Parent Instructions

- Please visit <http://osp.osmsinc.com/HenricoVA>
- Choose your school level, then your school



- Choose your school

Center for Diversified Studies

Please select an activity below or to pay Student Obligations, please click here.

Select	Image	Activity No.	Activity Name	Teacher/Sponsor	Grade	Course/C
<input type="checkbox"/>	NO IMAGE AVAILABLE	EH160-111	Band/Colorguard Uniform Band/Colorguard Uniform	District,Setup	N/A	NA
<input type="checkbox"/>	NO IMAGE AVAILABLE	EH160-122	BETA Club Dues BETA Club Dues	District,Setup	N/A	NA
<input type="checkbox"/>	NO IMAGE AVAILABLE	EH160-141	Computer Club Dues Computer Club Dues	Norris,Lynne	N/A	NA

Deep Run High

> AP Exams

> Athletics

> Back to School

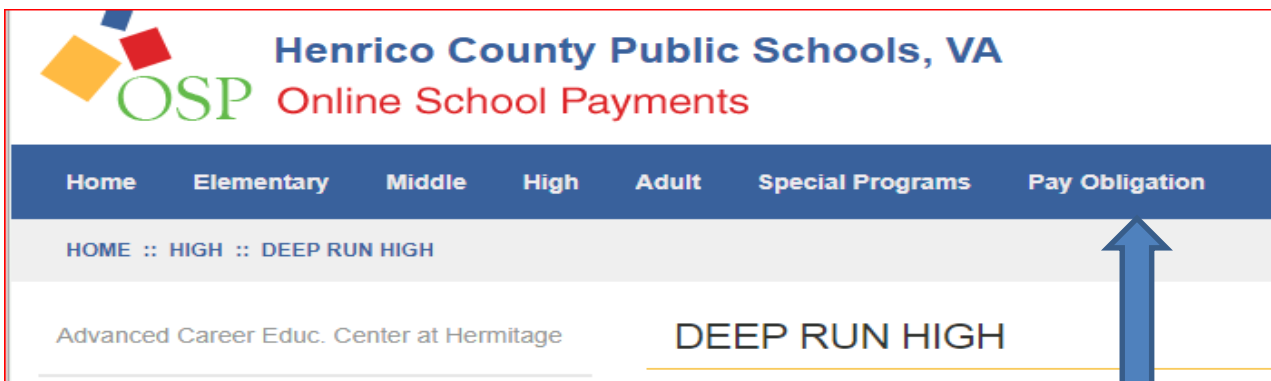
> Clubs/Activities

> Donations

The products for sale that are not related to course fees will be listed on the school page.

- Select the product you want to purchase
- Add to Cart

Pay Obligations – Select Pay Obligations in order to pay student course fees



- **If you are a Current User, Login**
- **If you are a New User, Create an Account** – You must have your students School ID Number

SIGN IN

<p>Current Users</p> <p>Username <input type="text" value="required"/></p> <p>Password <input type="password" value="required"/> </p> <p><i>Password must be atleast 8 characters long</i></p> <p><input checked="" type="checkbox"/> Remember Me Forgot Username/Password?</p> <p>Login</p>	<p>New Users, Please Create an Account</p> <p>To create a new account please fill in each of the form fields below.</p> <p>Username <input type="text" value="required"/></p> <p>First Name <input type="text" value="required"/></p> <p>Password <input type="password" value="required"/> <i>8+ characters</i></p> <p>Password Hint <input type="text"/></p> <p>Create New</p>	<p>Email <input type="text" value="required"/></p> <p>Last Name <input type="text" value="required"/></p> <p>Confirm Password <input type="password" value="required"/></p> <p>Password Answer <input type="password"/></p>
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- If this is your first time logging in to Online School Payments, enter all information under “New Users” and click “Create New”.
- You will be directed to the Detailed Obligation Payment screen.
- If you have not already linked a student to your account, you will need to click the link (**if student is not listed add them by clicking here**) under the words “Select Student Profile” (on the left side of your screen). ***You will need the student ID number to complete this process. If you don’t know your child’s student ID number, please visit your student’s school to obtain this information or look at an old report card for this information.***

DETAILED OBLIGATION PAYMENT

<p>Select Student Profile (if Student is not listed add them by clicking here)</p> <p>Assigned Student Profile</p> <p>Filter Obligation by School</p> <p>Amount To Pay</p> <p>Detailed Obligation Amount To Pay</p>	<p><input type="text" value="- Select Student Profile -"/></p> <p><input type="text" value="- Select School -"/></p> <p>\$ <input type="text"/></p>
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DETAILED OBLIGATION PAYMENT

Select Student Profile

(if Student is not listed add them by clicking here)

Assigned Student Profile

Filter Obligation by School

Amount To Pay

\$ 0

Detailed Obligation Amount To Pay

- Select school student attends.
- A list of your student's course related fees will appear.

Detailed Obligation Amount To Pay

ID	Description	Oblig Type	Oblig Date	Amount	Pay
19145040458588232	2018-2019 Child Dev & Parenting 8232 CHILD DEV and PARENT - 8232 580-201	Child Dev & Parenting	08/15/2018	\$7.00	<input checked="" type="checkbox"/>
19145040458588247G	2018-2019 Creative Fashion (Intro to Fashion Careers) 8247G INTRO TO FASHION CAREERS - 824 580-201	Creative Fashion (Intro to Fashion Careers)	08/15/2018	\$7.00	<input checked="" type="checkbox"/>
14504045858IA1819	Information Access & Retrieval Fee 2018-2019 580-089	Information Access & Retrieval Fee	08/15/2018	\$5.00	<input checked="" type="checkbox"/>
19145040458587300	2018-2019 PE Fee and Lock Rental 7300 HEALTH and PE 9 - 7300 580-266	PE Fee and Lock Rental	08/15/2018	\$5.00	<input checked="" type="checkbox"/>
19145040458588474H	2018-2019 Photography 8474H INTRO TO PHOTO - 8474H 580-366	Photography	08/15/2018	\$10.00	<input checked="" type="checkbox"/>
19145040458584210C	2018-2019 Science 4210C EARTH SCIENCE I (College Prep) 580-301	Science	08/15/2018	\$5.00	<input checked="" type="checkbox"/>
14504045858CF1819-22	Class Fee of 2022 580-999	Class Fee 2022	08/15/2018	\$4.00	<input checked="" type="checkbox"/>
14504045858LF1819	Laptop Fee 2018-2019 580-430	Laptop Fee	08/15/2018	\$50.00	<input checked="" type="checkbox"/>

Cancel

Add to Cart



- Now you may pay your student's fees.
- Please click "Pay" beside each item you are paying for, then select "Add to Cart".
- Click continue shopping and select your school from the drop down menu on the left to view additional fees and products offered. These will include Locks, PE shirt, PE shorts, Yearbook, Parking, AP exams, etc.
- Click on the item, select the quantity and add to cart. Once you have selected all items you wish to purchase, "Check Out".
- You must have a student's name in **Select Student Profile**
- Select Next
- Enter Billing Information
- Select Next
- Review Order
- Complete Order

You will receive an email confirmation. Keep this information.