

Online School Payment - Parent Instructions

- Please visit <http://osp.osmsinc.com/HenricoVA>
- Click “Sign In” to create an account

HOME SIGN IN PAY OBLIGATION YOUR ACCOUNT CUSTOMER SERVICE SEARCH VIEW CART

Date: Sep 11

Sign In

Current Users

Username:

Password:

Login

[Forgot the Password? Click here.](#)

New Users

Username:

Email:

First Name:

Last Name:

Password: Password must be at least 8 characters long

Confirm Password:

Password Hint:

Password Answer:

Create New

- 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.**

HCPS
HENRICO COUNTY PUBLIC SCHOOLS
The right to achieve.
The support to succeed.

Online School Payments
P.O. Box 23120
3820 Nine Mile Road
Henrico, Virginia 23223

HOME SIGN OUT PAY OBLIGATION YOUR ACCOUNT CUSTOMER SERVICE SEARCH VIEW CART

Detailed Obligation Payment

Select Student Profile - Select Student Profile - ▼
[if student is not listed add them by clicking here](#)

Assigned Student Profile

Select School Student Attends - Select School - ▼

Amount To Pay

Detailed Obligation Amount To Pay

Cancel Add To Cart

- Now you may pay your student’s fees.
- Select school student attends.

- A list of your student’s course related fees will appear.

- 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 will be asked to assign a student from the drop down box to each activity in your cart. (If your child’s name is not displayed then add the child to the student profile.)
- Select the next button to proceed to checkout.
- Please enter Bill to information.
- Enter Payment information.
- Click, “Review Order”, if everything looks fine, Click “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.