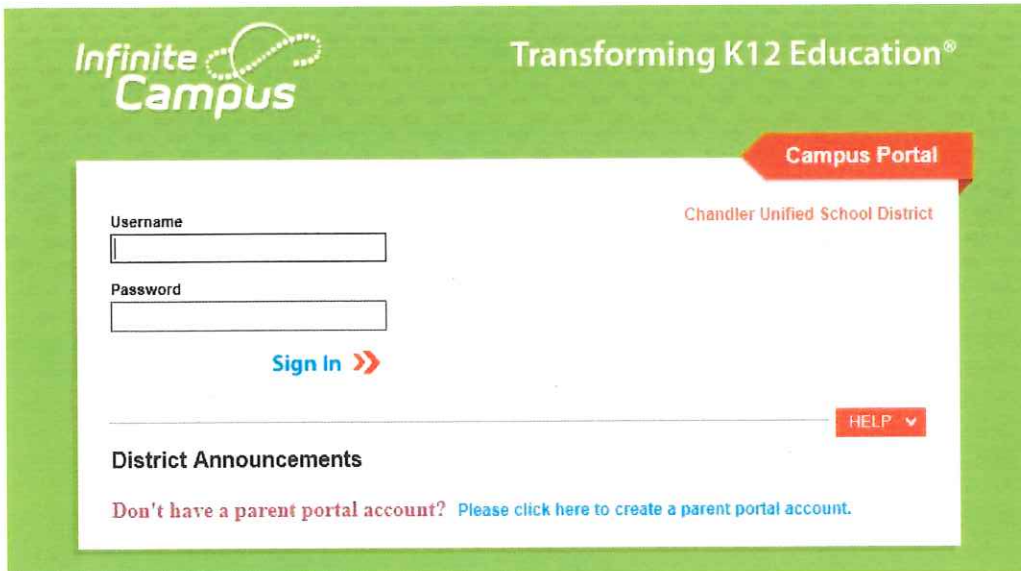


## Parent Instructions for Fee Payments

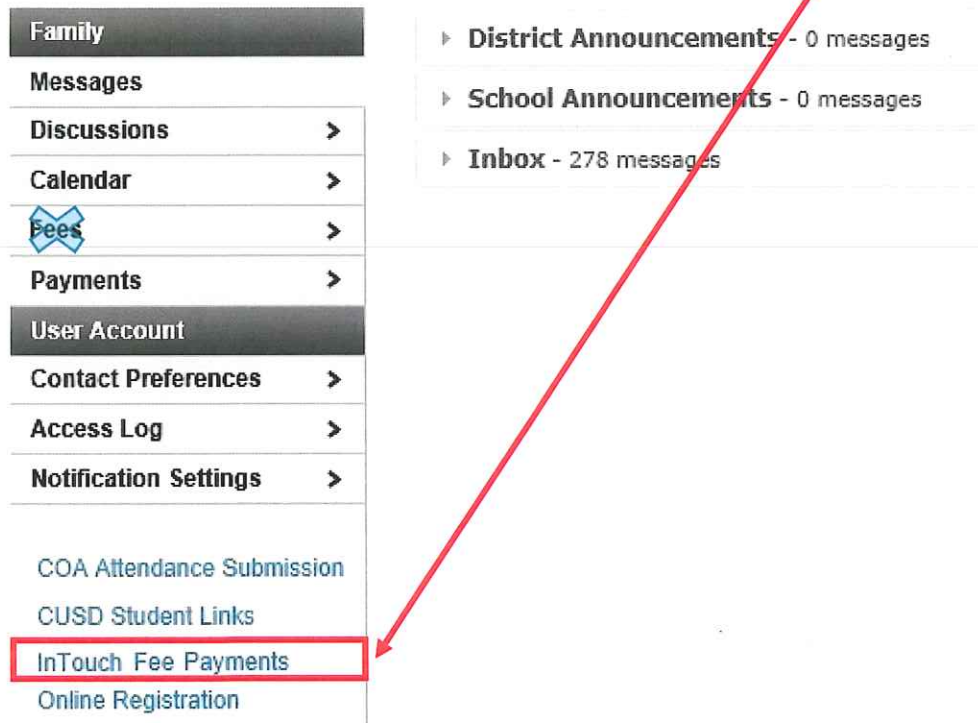
If you have an Infinite Campus Parent Portal account, the screen below will display. Please enter your username and password and then click "Sign In".



The screenshot shows the Infinite Campus Parent Portal login interface. At the top left is the Infinite Campus logo, and at the top right is the text "Transforming K12 Education®". Below the logo is a white login box. Inside the box, there are two input fields: "Username" and "Password". Below these fields is a blue "Sign In" button with a red double arrow. To the right of the input fields, the text "Chandler Unified School District" is displayed. Above the login box, there is a red banner that says "Campus Portal". Below the login box, there is a section titled "District Announcements" with a link that says "Don't have a parent portal account? Please click here to create a parent portal account." In the bottom right corner of the login box, there is a red "HELP" button with a dropdown arrow.

**NOTE:** Logging in using a student ID # and password will not work. Parents must log in as a parent, using their email address to access the TouchBase link.

Once logged in to Infinite Campus, you will see a link titled "InTouch Fee Payments" on the left hand side of the screen. Please click on the "InTouch Fee Payments" link to access the InTouch/TouchBase online system for shopping, fee payments and/or to make tax credit donations .



The screenshot displays the Infinite Campus user interface. On the left is a vertical navigation menu with the following items: **Family** (header), **Messages** (header), **Discussions** with a right arrow, **Calendar** with a right arrow, **Fees** with a right arrow and a blue 'X' icon, **Payments** with a right arrow, **User Account** (header), **Contact Preferences** with a right arrow, **Access Log** with a right arrow, **Notification Settings** with a right arrow, [COA Attendance Submission](#), [CUSD Student Links](#), [InTouch Fee Payments](#) (highlighted with a red rectangle), and [Online Registration](#). On the top right, there are three announcement boxes: **District Announcements** - 0 messages, **School Announcements** - 0 messages, and **Inbox** - 278 messages. A red arrow originates from the top right corner of the page and points diagonally down and to the left towards the 'InTouch Fee Payments' link in the left-hand menu.

## Parent Instructions for Fee Payments & Donations

### Fee/Fine Payments

1. Upon clicking the InTouch Fee Payments link in Infinite Campus, you will see a screen similar to the one below listing all of your children and yourself. Click on the student for which you want to make a fee payment or donation.

The screenshot shows the Chandler Unified School District InTouch Fee Payments interface. At the top, the header reads "CHANDLER UNIFIED SCHOOL DISTRICT" with the tagline "Dedicated to Excellence" and a logo. Below the header, there are navigation links: "Your Family", "Contact Us", and "Checkout". The main content area is titled "Who are you shopping for?" and contains a form with the following fields: "Jorge", "Elementary School", "Grade 03", and "Parent's Name". At the bottom, there is a footer with copyright information: "© 2017 | 1525 WEST FRYE ROAD, CHANDLER, AZ 85224 | Terms & Conditions | Help".

2. If your student has any outstanding fines or fees you will see a red notification window with the amount of unpaid fines/fees. Click the red "View" button to see the list of fines/fees to make a payment.

The screenshot shows the Chandler Unified School District InTouch Fee Payments interface. At the top, the header reads "CHANDLER UNIFIED SCHOOL DISTRICT" with the tagline "Dedicated to Excellence" and a logo. Below the header, there are navigation links: "Your Family", "Contact Us", and "Checkout". The main content area is titled "Instructions" and contains a notification for "Jorge" stating "Attention: Jorge has \$120.00 in unpaid fines/fees." A red "View" button is located next to the notification. Below the notification, there are two sections: "Shop" and "Reports". The "Shop" section has three buttons: "Items At Student's School", "Items At All Schools", and "Pay Fines/Fees". The "Reports" section has four buttons: "Purchase History", "Reprint Receipts", "Unpaid Fines/Fees", and "On Account History". A red arrow points from the "View" button in the notification to the "Pay Fines/Fees" button in the "Shop" section.

From this page, other options include:

**B: Items at Student's School** – where you'll browse items available to make tax credit donations.

**C: Purchase History** – to view a full purchase history by student. This allows you to confirm prior purchases or confirm that payment was submitted for any cash or check payments you send to the school for any participation fees, tax credit donations, instrument rental fees, etc.

**D: Reprint Receipts** – to view or reprint any of your receipts.

- The list of your student's fines or fees will show up. If you want to pay the fees in full, click the "Pay" checkbox next to each fine or fee. If you want to make a partial payment, enter the amount you would like to pay and then click the "Pay" checkbox.

Click the blue "Pay Selected Fines/Fees" when finished.

**Fines / Fees for Jorge**

You must complete the checkout process for all **fines** before optional items will be available for purchase.

Type	Date	Item	Memo		Amount Due	Pay
Fee	7/25/2017	ECA FEE GRADE 3	Field Trip Fees 2017-2018	View	\$70.00	<input checked="" type="checkbox"/>
Fee	7/25/2017	ECA FEE KARTCHNER CAVERNS	3rd Grade Kartchner 2017	View	\$50.00	<input checked="" type="checkbox"/>

[First](#)
[Prev](#)
1 of 1
[Next](#)
[Last](#)

Pay Selected Fines/Fees

- You will now see the items in your shopping cart. To proceed to checkout, click the blue "Checkout Step 1: Additional Info" button.

**NOTE:** Other options include- clicking the "Continue Shopping" button to go to the screen to make a tax credit donation or clicking the "Your Family" link will take you back to the home page to select another student.

[Your Family](#)
[Contact Us](#)
[Checkout](#) 2

**Your Cart**

Customer	Item	Price	
Jorge	ECA FEE KARTCHNER CAVERNS	\$50.00	<a href="#">Remove</a>
Jorge	DONATION BAND	\$50.00	<a href="#">Remove</a>
Subtotal		\$100.00	
Tax (0.00%)		\$0.00	
Processing Fee		\$0.00	
Total		\$100.00	

[Continue Shopping](#)
[Checkout Step 1: Additional Info](#)

5. On the next screen you will be required to enter additional information for any tax credit eligible items. The information you input on this screen will be used on your official tax credit receipt. Once the information is entered, click the blue "Checkout Step 2: Payment" button.

#### Additional Information


**Jorge**

ECA FEE GRADE 3	ECA FEE KARTCHNER CAVERNS
Contributor Last Name	Contributor Last Name
Contributor First Name	Contributor First Name
Contributor Street Address	Contributor Street Address
Contributor City	Contributor City
Contributor State	Contributor State
Contributor Zip	Contributor Zip

[Continue Shopping](#) [Checkout Step 2: Payment](#)

6. Enter the information in the required fields and select the blue "Pay Now" button when complete.

**Payment**

First Name	<input type="text"/>	<b>Summary</b>
Last Name	<input type="text"/>	
Credit Card #	<input type="text"/>	
		
Expiration	<input type="text"/> 01 <input type="text"/> 2017 <input type="text"/>	
Card Security Code	<input type="text"/>	
Street Address	<input type="text"/>	
Zip Code	<input type="text"/>	
<a href="#">Pay Now</a>		

Customer	Item	Price
Jorge	ECA FEE GRADE 3	\$70.00
Jorge	ECA FEE KARTCHNER CAVERNS	\$50.00
Subtotal		\$120.00
Tax (0.00%)		\$0.00
Processing Fee		\$0.00
Total		\$120.00