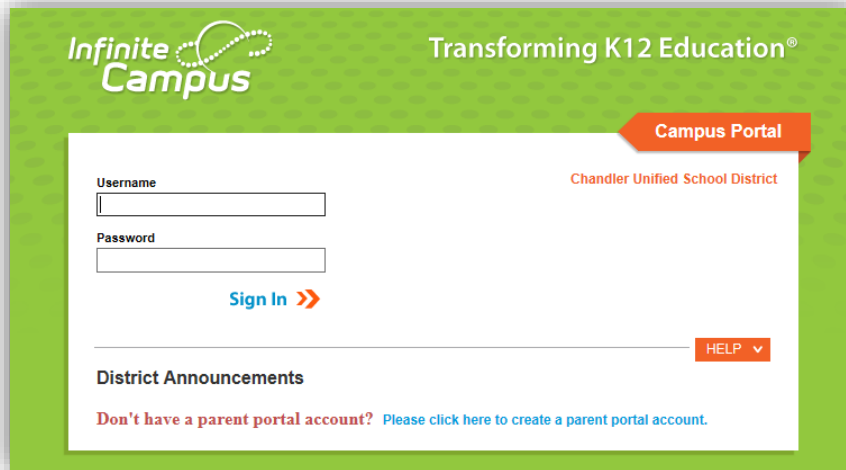# Parent Portal Login Instructions for InTouch (TouchBase)

In order to access the InTouch (TouchBase) online system for fee payments or to make tax credit donations, you must log into the **Infinite Campus Parent Portal** as a parent. Logging in using a student ID and password will not work.

1. 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".
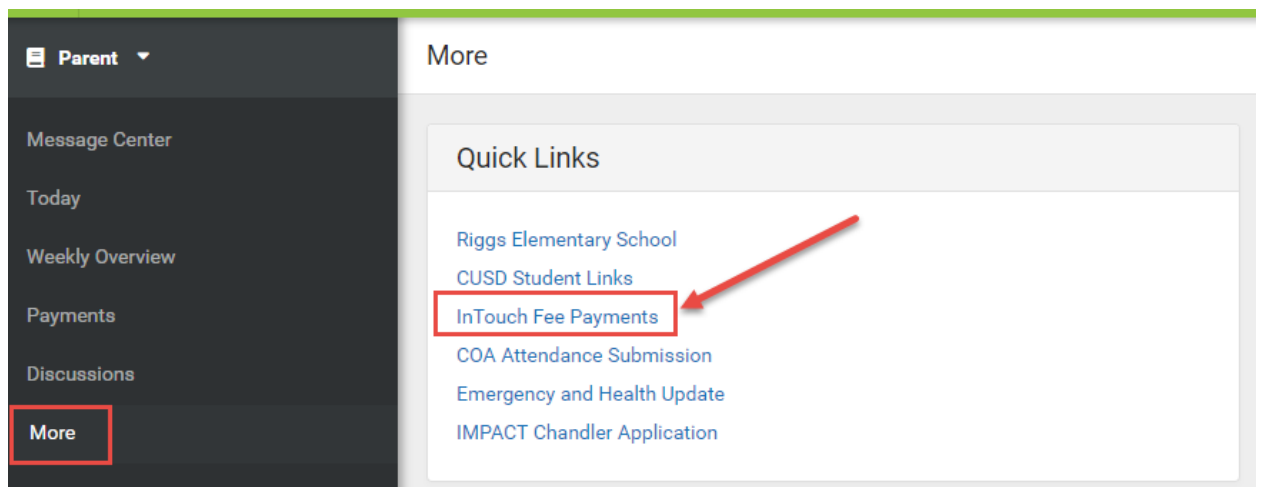

   If you do not yet have an Infinite Campus Parent Portal account, please click the link to create an account on the log in page or **click here to create a Parent Portal account**.

2. Once logged in to Infinite Campus, you will see a link titled "More" on the bottom left hand side of the screen.

   Please click on the "InTouch Fee Payments" link to access the InTouch (TouchBase) online system for to make tax credit donations and/or fee payments.
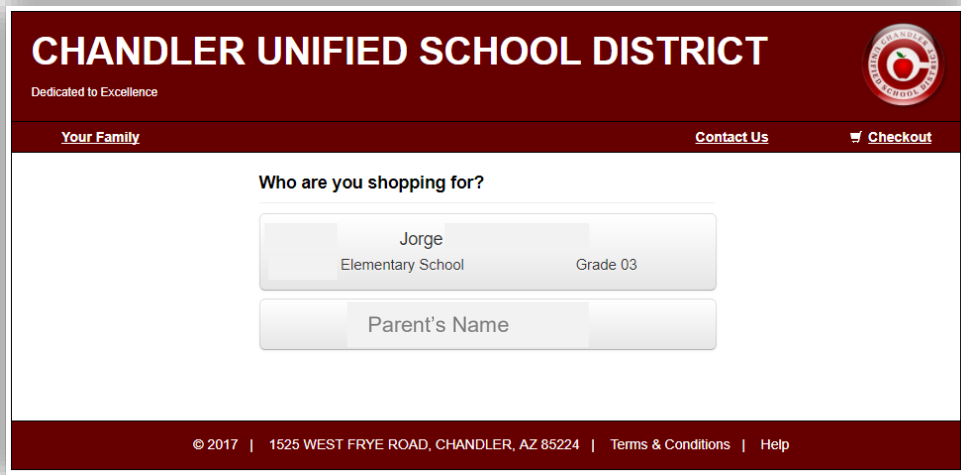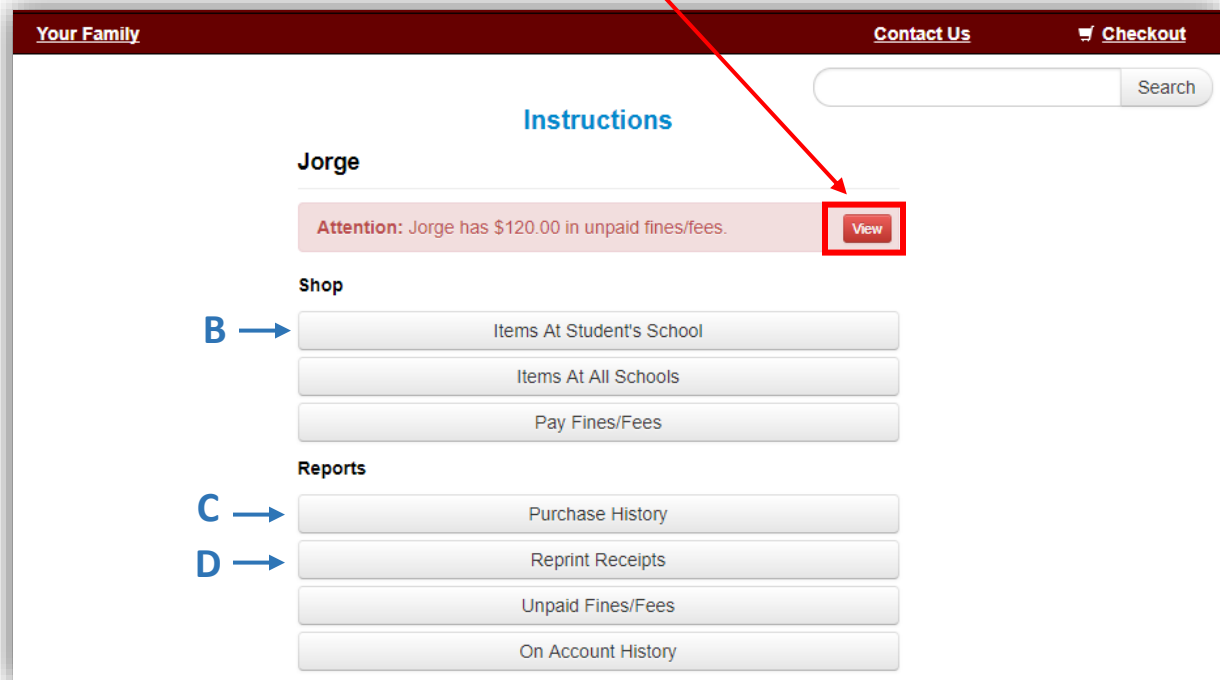
Parent Instructions for Fee Payments & Donations

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.

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.

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.

3. 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	☑
Fee	7/25/2017	ECA FEE KARTCHNER CAVERNS	3rd Grade Kartchner 2017	View	$50.00	☑

First   Prev   1 of 1   Next   Last

Pay Selected Fines/Fees

4. 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	Remove
Jorge	DONATION BAND	$50.00	Remove
		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: First Name
Last Name: Last Name
Credit Card #: Credit Card #

VISA MasterCard

Expiration: 01 / 2017
Card Security Code: CVV
Street Address: Street Address
Zip Code: Zip Code

Pay Now

Summary

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

Tax Credit Donations

1. To make a Tax Credit Donation click on your student's name and click the button for "Items at Student's School"

2. Click on the link for "Tax Credit Donations" to see a list of clubs, sports or grade levels that are eligible for tax credit.
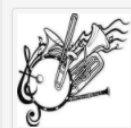

3. Find the club, sport or grade level you would like to make a tax credit donation to and enter the dollar amount of your donation. Click the blue "Buy" button to add the item to your shopping cart.
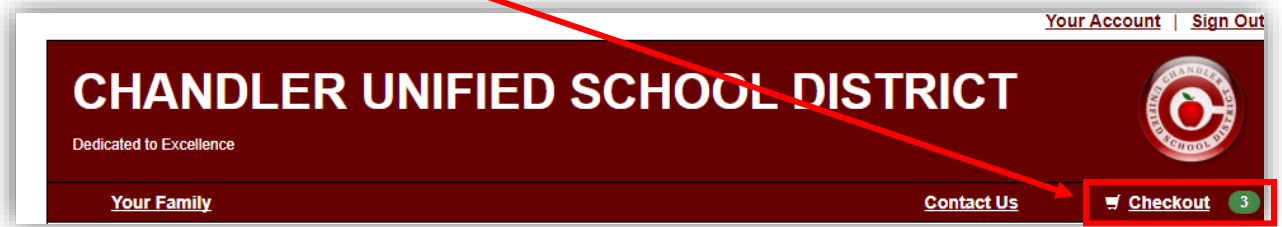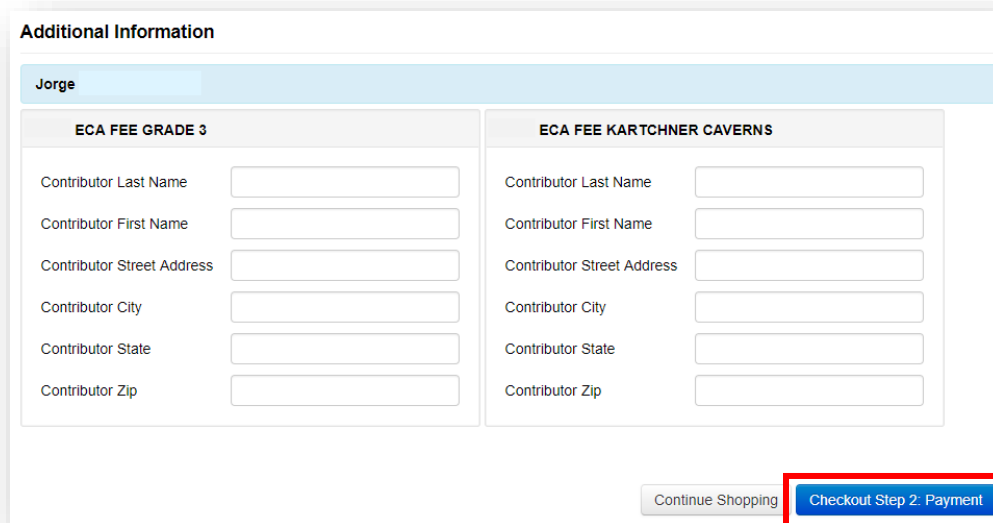
4. Click the shopping cart "Checkout" link when you are ready to checkout.

5. The list of items in your cart will be listed. Remove any items you do not wish to make a payment for, otherwise proceed to the payment screen by selecting the blue "Checkout Step 1: Additional Info" button to proceed.
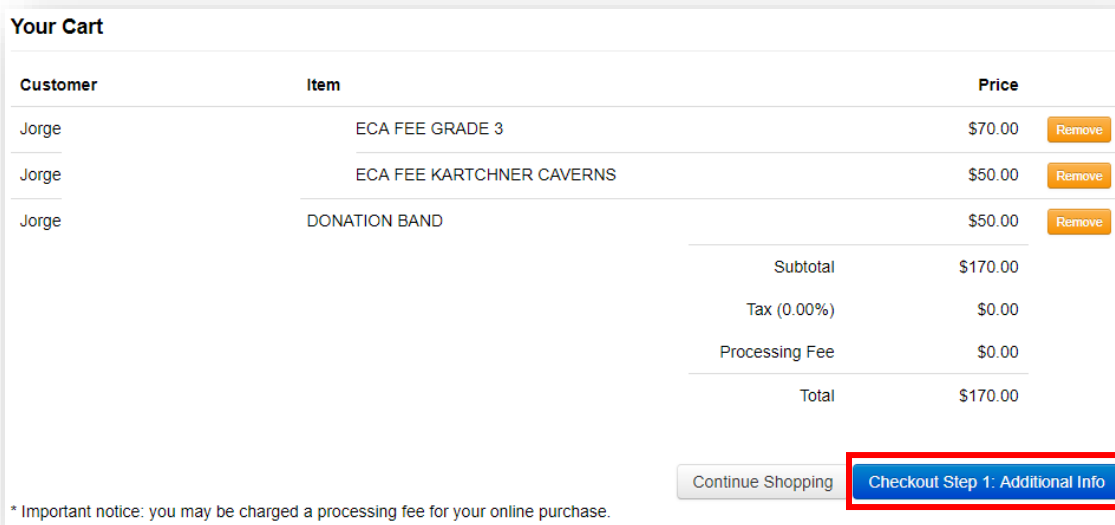
6. On the next screen you will be required to enter additional information for any tax credit eligible items. The information you input on this screen will be used on your official tax credit receipt. Once the information is entered, click the blue "Checkout Step 2: Payment" button.

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

Payment

First Name	First Name
Last Name	Last Name
Credit Card #	Credit Card #
	VISA MasterCard
Expiration	01 ▼ 2017 ▼
Card Security Code	CVV
Street Address	Street Address
Zip Code	Zip Code
	Pay Now

Summary		
Customer	**Item**	**Price**
Jorge	ECA FEE KARTCHNER CAVERNS	$50.00
Jorge	DONATION BAND	$50.00
Jorge	DONATION BAND	$50.00
	Subtotal	$150.00
	Tax (0.00%)	$0.00
	Processing Fee	$0.00
	Total	$150.00

Thank you for your support!