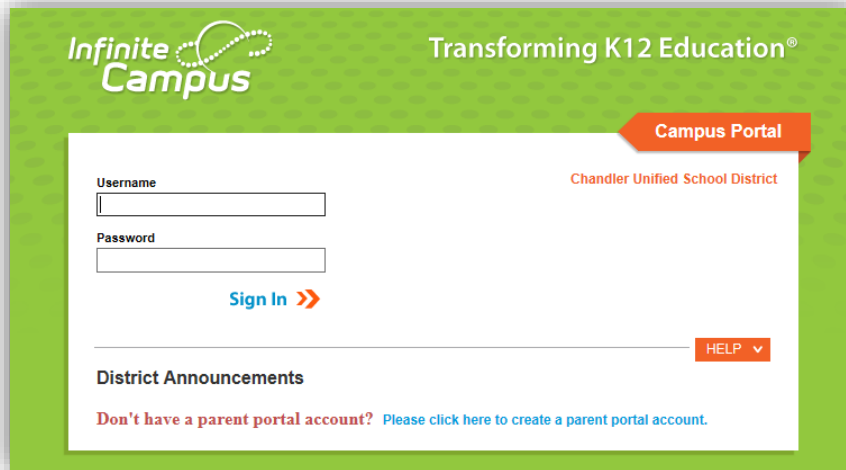


## Parent Portal Login Instructions for InTouch (TouchBase)

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”.

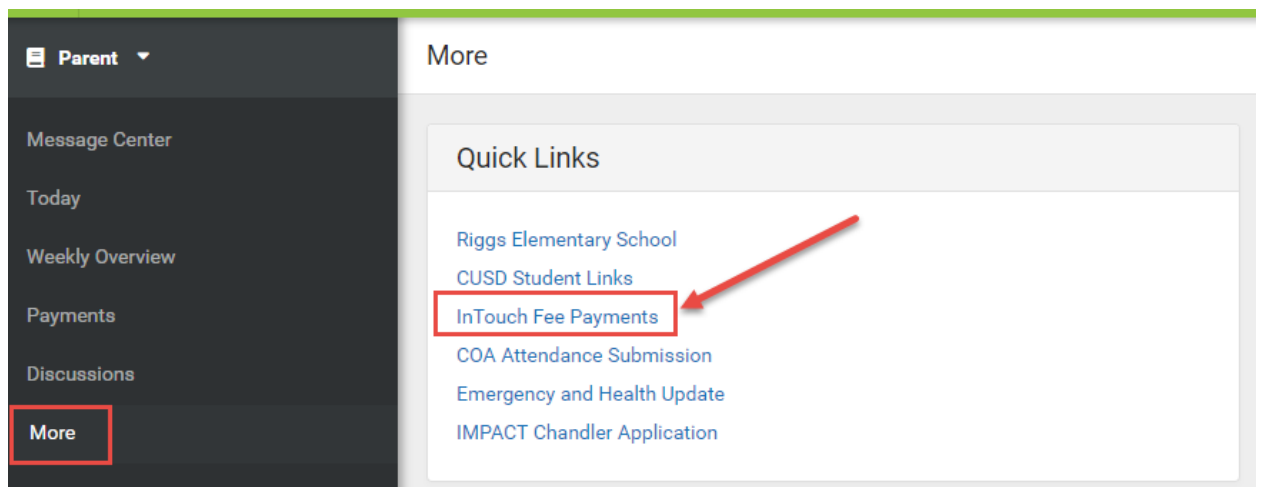


The screenshot shows the login interface for the Infinite Campus Parent Portal. At the top left is the Infinite Campus logo, and at the top right is the tagline "Transforming K12 Education®". Below the logo is a white login box with a green border. Inside the box, there are two input fields: "Username"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

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.

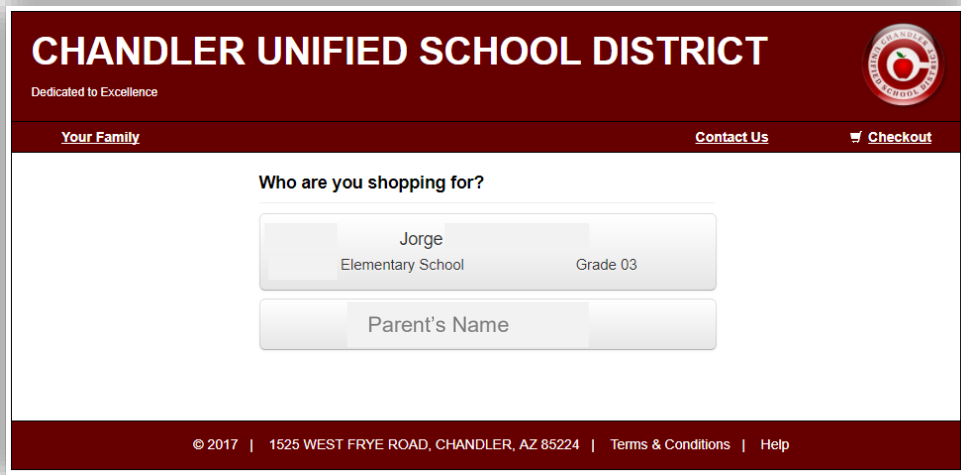


The screenshot shows the dashboard of the Infinite Campus Parent Portal. On the left is a dark sidebar with a "Parent" dropdown menu. Below the menu are several options: "Message Center", "Today", "Weekly Overview", "Payments", "Discussions", and "More". The "More" option is highlighted with a red box. On the right is the main content area, which has a "More" header. Below the header is a "Quick Links" section. The links listed are: "Riggs Elementary School", "CUSD Student Links", "InTouch Fee Payments", "COA Attendance Submission", "Emergency and Health Update", and "IMPACT Chandler Application". The "InTouch Fee Payments" link is highlighted with a red box and a red arrow pointing to it.

## Parent Instructions for Fee Payments & Donations

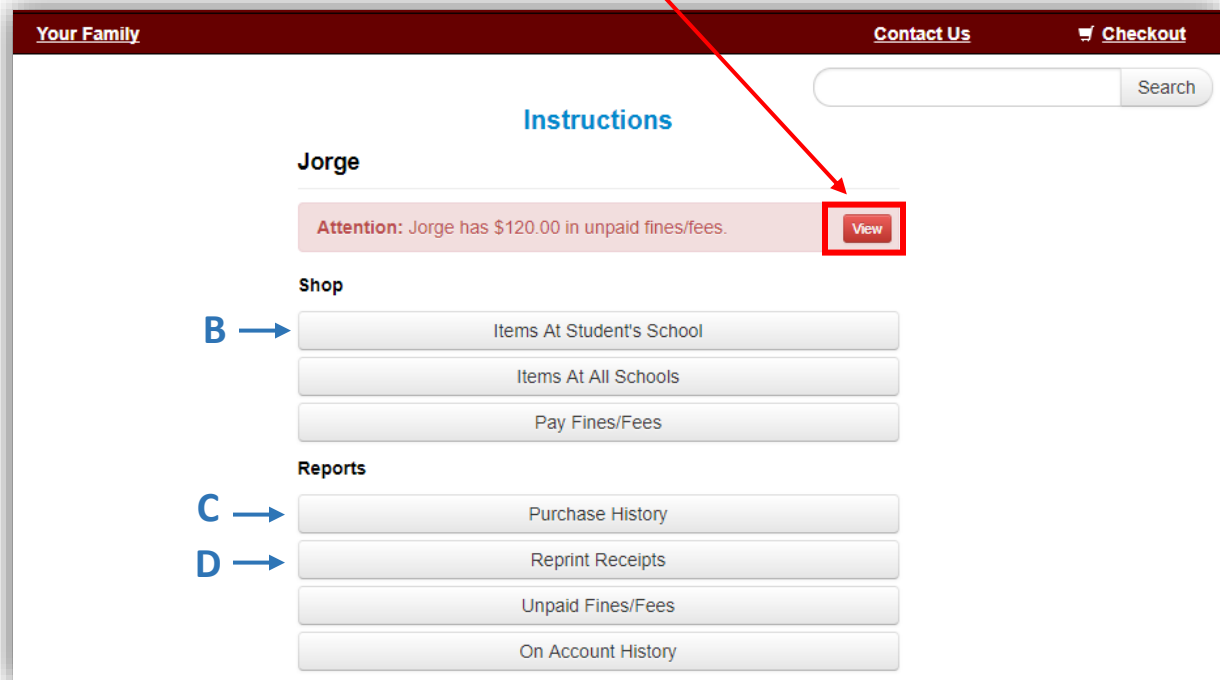
### Fee/Fine Payments

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 top of the Chandler Unified School District parent portal. The header includes the district name, logo, and navigation links for 'Your Family', 'Contact Us', and 'Checkout'. Below the header is a search form titled 'Who are you shopping for?' with input fields for 'Jorge', 'Elementary School', 'Grade 03', and 'Parent's Name'. The footer contains copyright information and links for 'Terms & Conditions' and '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 parent portal for a student named Jorge. A red notification bar at the top states 'Attention: Jorge has \$120.00 in unpaid fines/fees.' with a red 'View' button next to it. Below the notification is a 'Shop' section with buttons for 'Items At Student's School', 'Items At All Schools', and 'Pay Fines/Fees'. There is also a 'Reports' section with buttons for 'Purchase History', 'Reprint Receipts', 'Unpaid Fines/Fees', and 'On Account History'. A red arrow points from the 'View' button in the notification to the 'View' 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	<a href="#">View</a>	\$70.00	<input checked="" type="checkbox"/>
Fee	7/25/2017	ECA FEE KARTCHNER CAVERNS	3rd Grade Kartchner 2017	<a href="#">View</a>	\$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](#)

- 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 <input type="text"/>	Contributor Last Name <input type="text"/>
Contributor First Name <input type="text"/>	Contributor First Name <input type="text"/>
Contributor Street Address <input type="text"/>	Contributor Street Address <input type="text"/>
Contributor City <input type="text"/>	Contributor City <input type="text"/>
Contributor State <input type="text"/>	Contributor State <input type="text"/>
Contributor Zip <input type="text"/>	Contributor Zip <input type="text"/>

Continue Shopping Checkout Step 2: Payment



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

**Payment**

First Name

Last Name

Credit Card #

Expiration

Card Security Code

Street Address

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"

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

**Instructions**

**Jorge**

**Attention:** Jorge has \$120.00 in unpaid fines/fees. [View](#)

**Shop**

- Items At Student's School** (highlighted)
- Items At All Schools
- Pay Fines/Fees

**Reports**

- Purchase History
- Reprint Receipts
- Unpaid Fines/Fees
- On Account History

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.

**Shopping for Jorge** Search

**You are here** [DISTRICT](#) / [ELEMENTARY](#) / [Elementary School](#)

**Categories** [Tax Credit Donations](#) (highlighted)

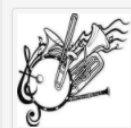
Please select from a category above.

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.

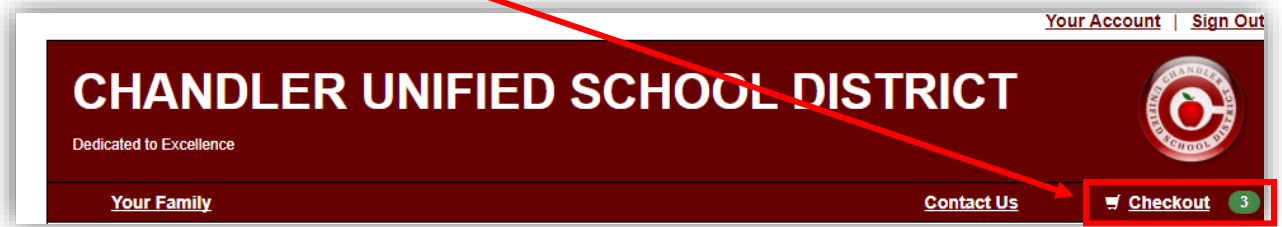
**Your Family** Contact Us [Checkout](#) 2

**Shopping for Jorge** Search

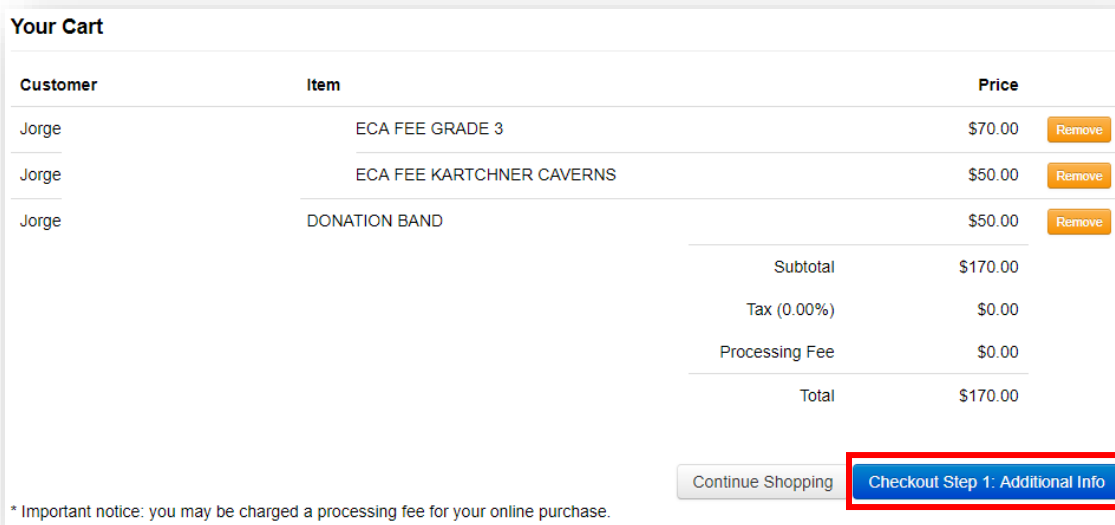
**You are here** [DISTRICT](#) / [ELEMENTARY](#) / [Elementary School](#) / [Tax Credit Donations](#)

Item	Qty	Amount	
 DONATION BAND <small>This payment may be eligible for the Arizona State income tax credit under Arizona Revised Statutes §43-1089.01. Please consult with your personal tax advisor to determine the application of this credit. Contributions are NONREFUNDABLE.</small>	1	50.00	<a href="#">Buy</a>

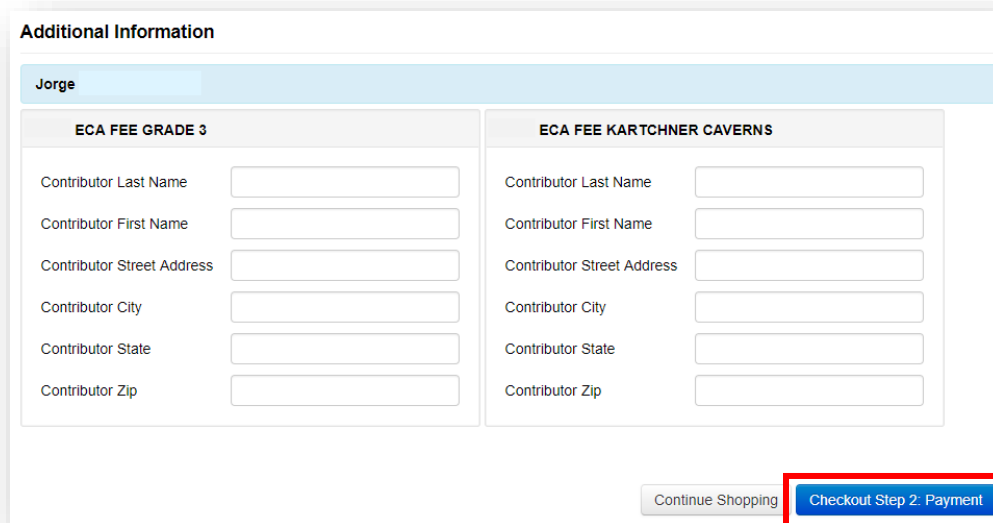
4. Click the shopping cart “Checkout” link when you are ready to checkout.



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	<input type="text" value="First Name"/>
Last Name	<input type="text" value="Last Name"/>
Credit Card #	<input type="text" value="Credit Card #"/>
	
Expiration	<input type="text" value="01"/> <input type="text" value="2017"/>
Card Security Code	<input type="text" value="CVV"/>
Street Address	<input type="text" value="Street Address"/>
Zip Code	<input type="text" value="Zip Code"/>
	<input type="button" value="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!