

TOUCHBASE ONLINE PAYMENTS



Touchbase payment portal works in conjunction with your **Family Access login and password** to allow online payments with VISA and MasterCard debit and credit cards. The website securely accepts payment over the internet any time of the day or night; payments are reflected on the student's account within a few hours of payment. The District does not store credit card information, but past receipts can be reprinted at any time. **For any Touchbase questions, please email or call your school office.**

★ **NO CONVENIENCE FEES ON ONLINE PURCHASES, INCLUDING FOOD SERVICE** ★

Getting Started ...

- ★ Visit bit.ly/SHSD_Payments
- ★ Login with your Family Access login info.
- ★ Once logged in, click on your child's name and then click on "Items at Student's School." Choose appropriate category, then select the desired item for purchase. If a fine or fee exists on your child's account, a red message will appear. **ALL FINES MUST BE PAID** before other items can be purchased. **This does not apply to Food Service payments.**
- ★ To shop for a different student, click the "Your Family" link at the top of the screen and select the desired student.
- ★ After selecting all purchases, select "Checkout" and follow the prompts.
- ★ Guests/Community Members can donate to a school, club or sports team by clicking the "**Make a Donation**" button on the Touchbase home page (does not require a login ID).

You can make payments on:

- food service accounts
- Register for ASB athletic & club fees
- field trip fees
- library & other student fines
- donations to schools, clubs, or sports teams

Who are you shopping for?

Shop

Reports

Visit bit.ly/SHSD_Payments or Scan



to make payments in Touchbase