

# How to Purchase & Sign the Puyallup Laptop Protection Plan (P3) in InTouch

**Step 1:** Go to <https://wa-puyallup.intouchrecepting.com/>

**Step 2:** Log in to your Home Access Account.

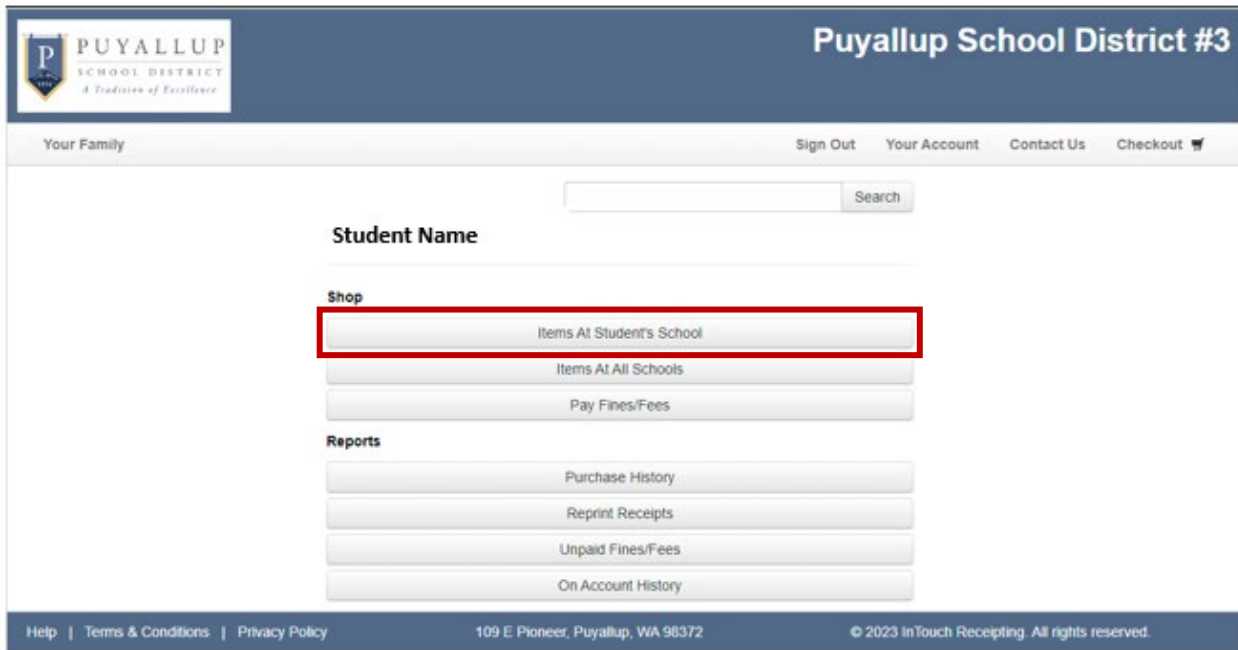
- **Username:** Your Home Access Center Email Address
- **Password:** Your own unique password

The screenshot shows the login page for the Puyallup School District #3 Online Payments Portal. At the top left is the Puyallup School District logo with the tagline "A Tradition of Excellence". At the top right is the text "Puyallup School District #3". Below the header, a welcome message reads: "Welcome to Puyallup School District's Online Payments Portal. With this system parents/guardians are able to shop for items at their child's school and pay fines/fees using credit or debit cards. TouchBase is a secure site. You can also view and print reports showing student payment history." Below this, a section for "Parents of Puyallup School District Students:" provides instructions for new users and a login form. The login form has fields for "User Name" (with a dropdown menu showing "email address") and "Password" (with a masked input field). A "Sign In" button is below the password field. A link "Click here to set your password" is next to the password field. Below the login form, there is a note: "You must have a Home Access Center account setup in order to use this website. It may take up to 24 hours after creating or Home Access Center account before being able to log in." Below this note, there is a link "Click Here" for password reset. At the bottom, there is a "Guest Account Access:" section with a "Create An Account" button.

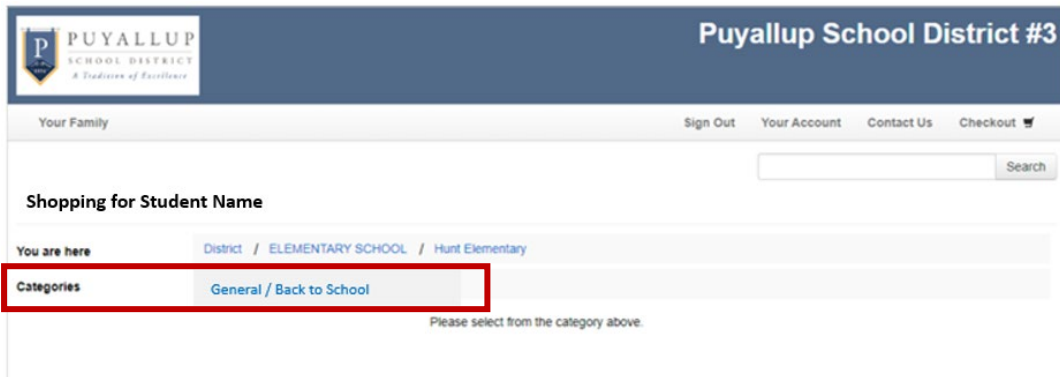
**Step 3:** Confirm the name and school are correct and click on your student's name.

The screenshot shows the account selection page in the Puyallup School District #3 Online Payments Portal. At the top left is the Puyallup School District logo. At the top right is the text "Puyallup School District #3". Below the header, there is a navigation bar with links for "Your Family", "Sign Out", "Your Account", "Contact Us", and "Checkout". Below the navigation bar, there is a section titled "Who are you shopping for?". This section contains a list of student accounts. The first account is highlighted with a red box and contains the text "Hunt Elementary", "Student #1", and "Grade 05". Below it is another account with "Hunt Elementary", "Student #2", and "Grade 02". At the bottom of the list is a field for "Parent/Guardian Name". At the bottom of the page, there is a footer with links for "Help", "Terms & Conditions", "Privacy Policy", the address "109 E Pioneer, Puyallup, WA 98372", and the copyright notice "© 2023 InTouch Recepting. All rights reserved."

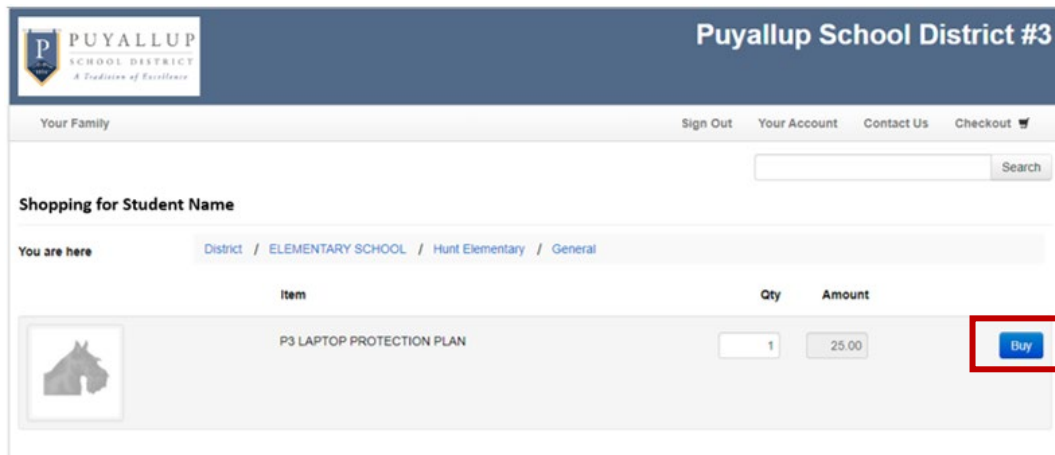
**Step 4:** Select "ITEMS AT STUDENT'S SCHOOL."



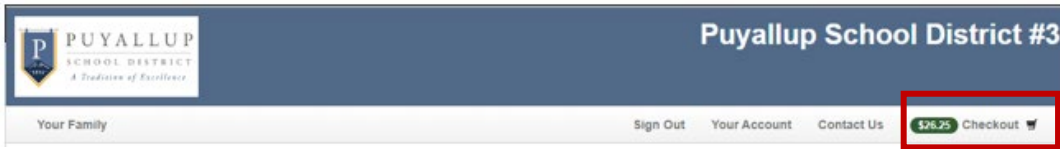
**Step 5:** Select "BACK TO SCHOOL" to bring up all items available for purchase. *NOTE: If "Back to School" is not available, click "GENERAL."*



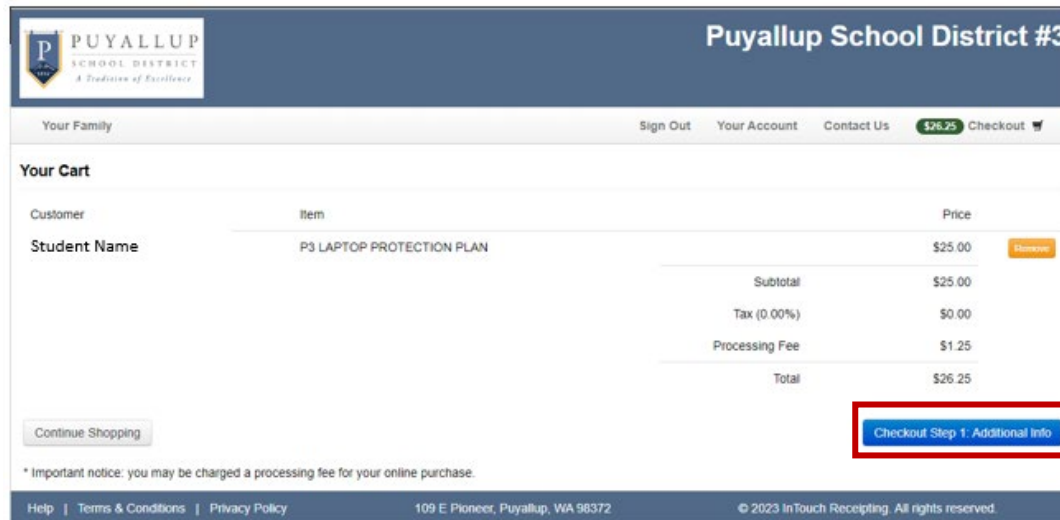
**Step 6:** Select to "BUY" the P3 Laptop Protection Plan. *NOTE: Leave QTY 1. If you need to purchase the P3 for another student, you will need to select your other student's name in Step 3 above.*



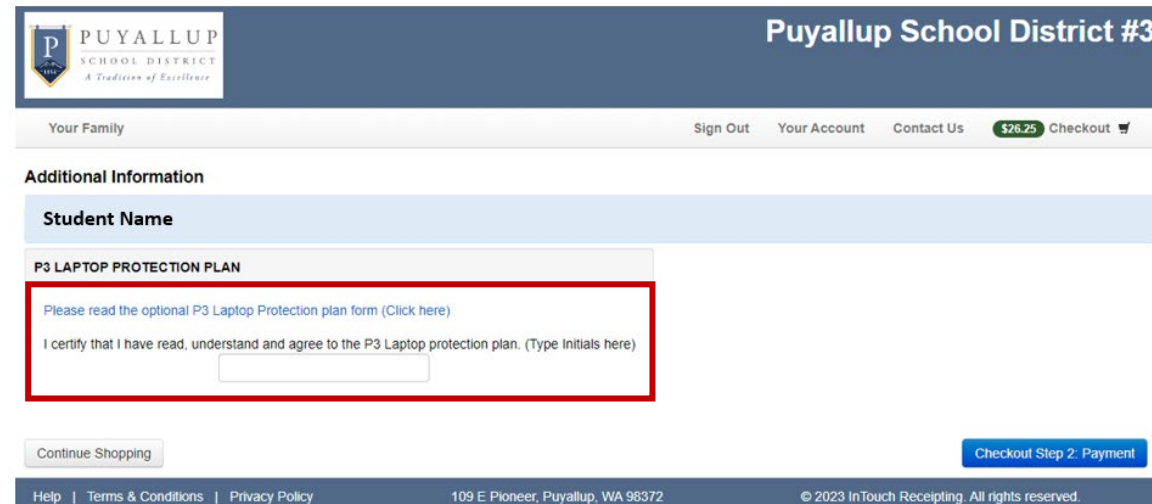
**Step 7:** Select the “CHECKOUT” Link with the shopping cart.



**Step 8:** Continue checking out by selecting the blue “CHECKOUT STEP 1: ADDITIONAL INFO.”



**Step 9:** Click on the blue hyperlink and read/review the optional P3 Laptop Protection Plan form. After you have read the document and agree to the terms, type your initials in the box given.



**Step 10:** Click on the blue “CHECKOUT STEP 2: PAYMENT” to finalize your payment.



**Step 11:** Verify your purchase and complete the required information and credit card information and click “PAY NOW.”

**Payment**

First Name

Last Name

Billing Street


Billing Zip Code

**Card Info**

Card Number

Expiration Date  
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CVV

I'm not a robot  reCAPTCHA  
Privacy - Terms

**Pay Now**

**Summary**

Customer	Item	Price
Student Name	P3 LAPTOP PROTECTION PLAN	\$25.00
	Subtotal	\$25.00
	Tax (0.00%)	\$0.00
	Processing Fee	\$1.25
	Total	\$26.25

**Receipt:** If you would like to review/view your payment and initialed agreement, select “REPRINT RECEIPTS” on your InTouch home screen.

**Student Name**

Search

**Shop**

- Items At Student's School
- Items At All Schools
- Pay Fines/Fees

**Reports**

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

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