NORTHSHORE SCHOOL DISTRICT

ONLINE PAYMENT SITE INSTRUCTIONS

Contents

Logging In 2

Purchasing Items 3

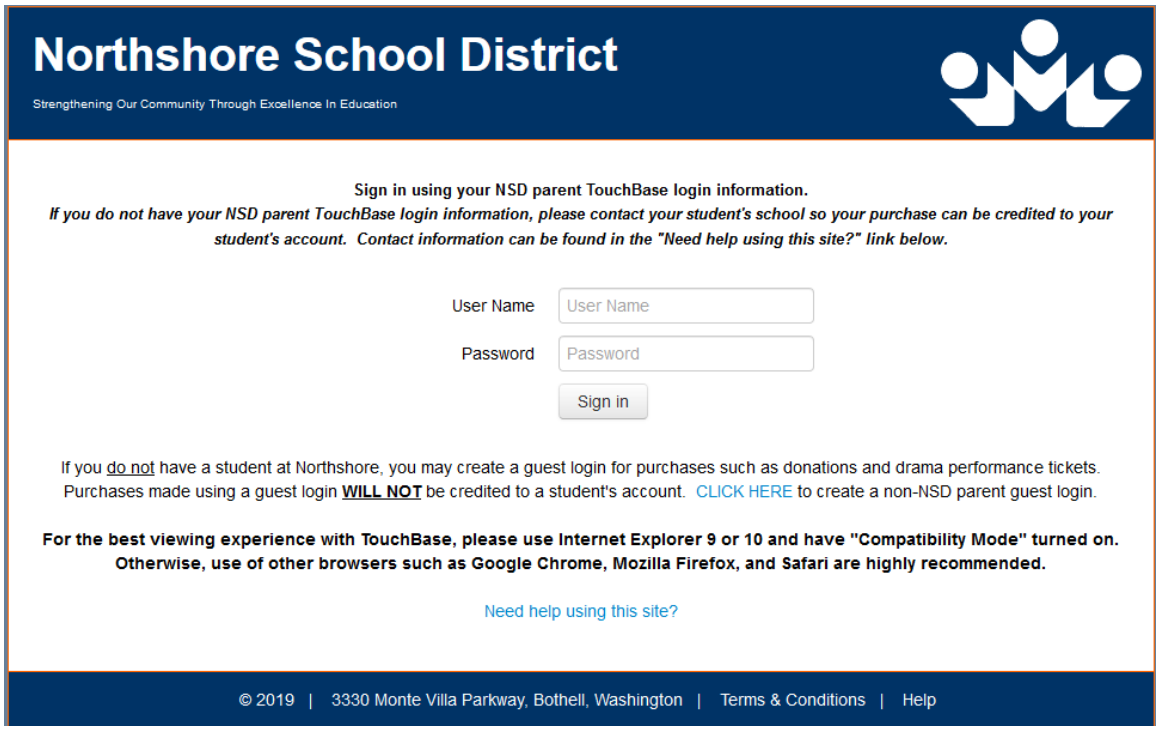
Student Receipts and Ledger 6

Fines and Fees 8

FAQs 9

Logging In

https://wa-northshore.intouchreceipting.com



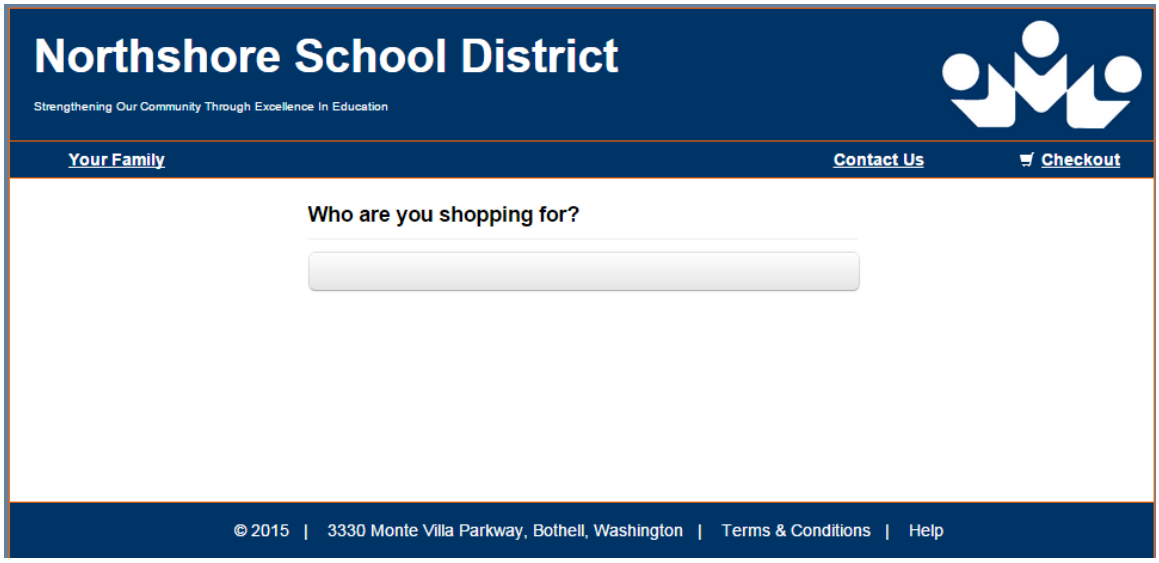
User Name and Password

Contact your student's school to obtain your TouchBase user name and password.

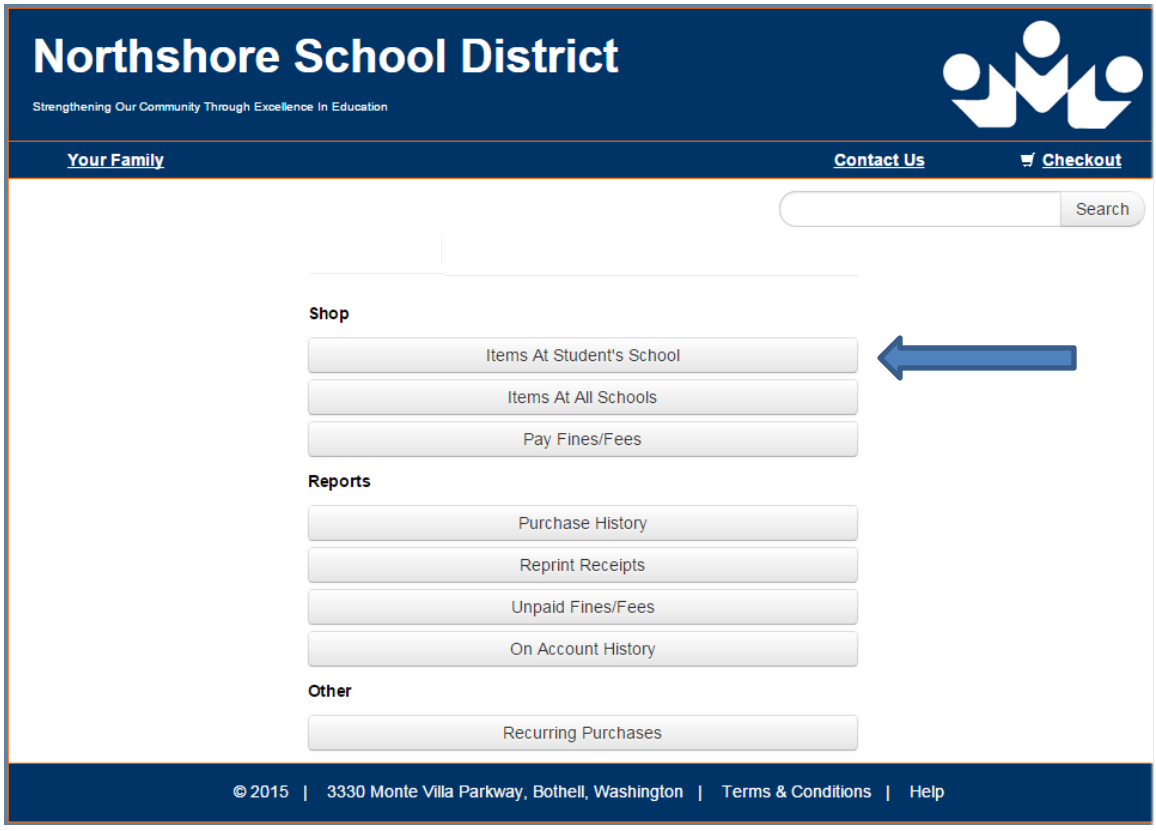
You may create a guest login to purchase items not related to a student account such as event tickets and fundraiser items or to make a donation.

Purchasing Items

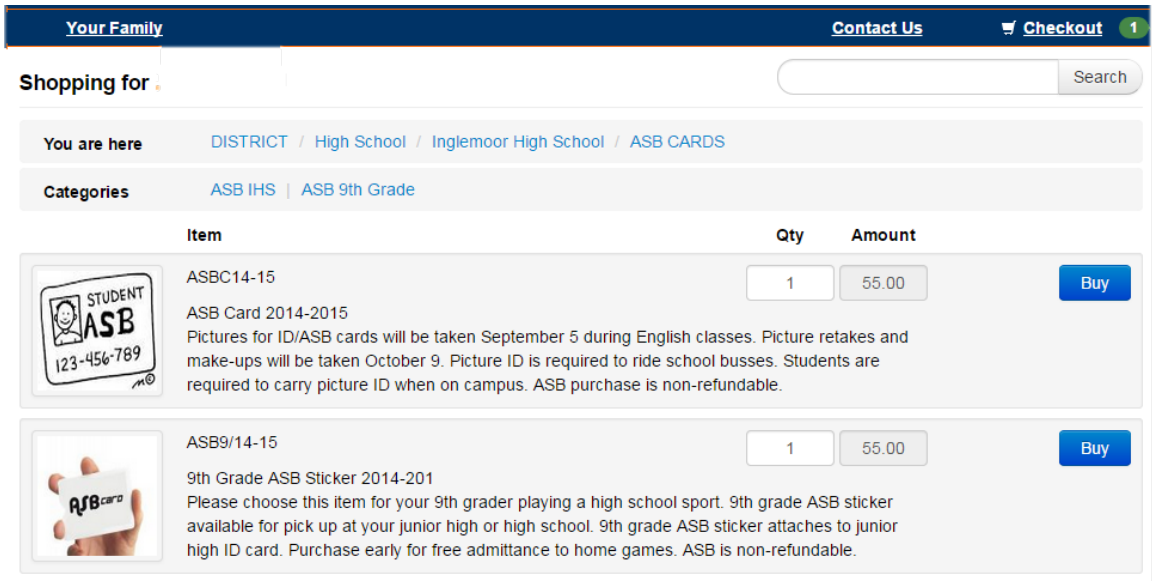
Click on the name of the student you would like to purchase items for.



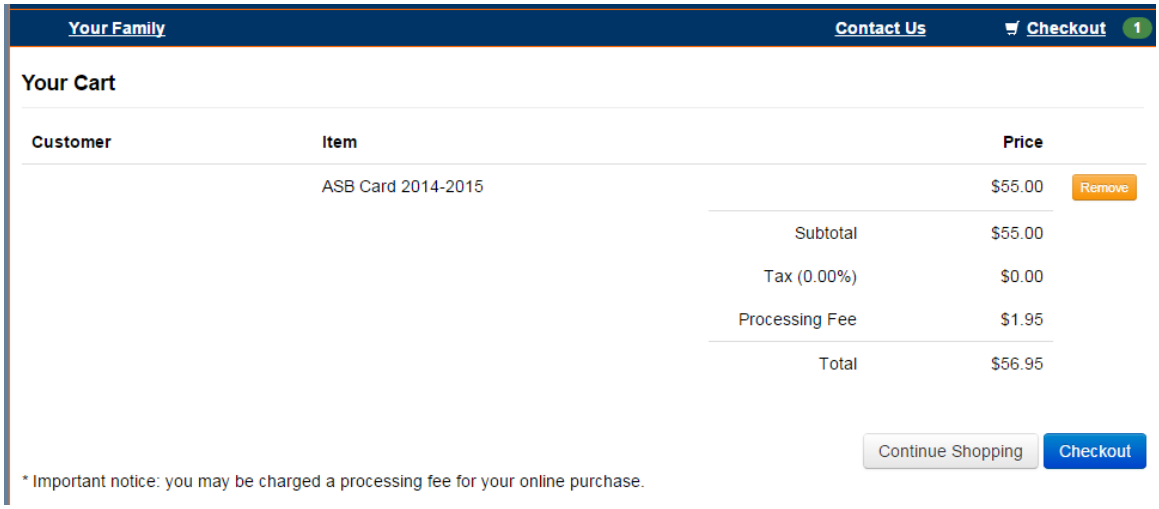
Select “Items At Student’s School.”



Add available items to your cart.



Review your cart your cart at any time by clicking on the "Checkout" link at the top right of the screen.



1. Review items for purchase

    - Remove items if necessary
    - Review total

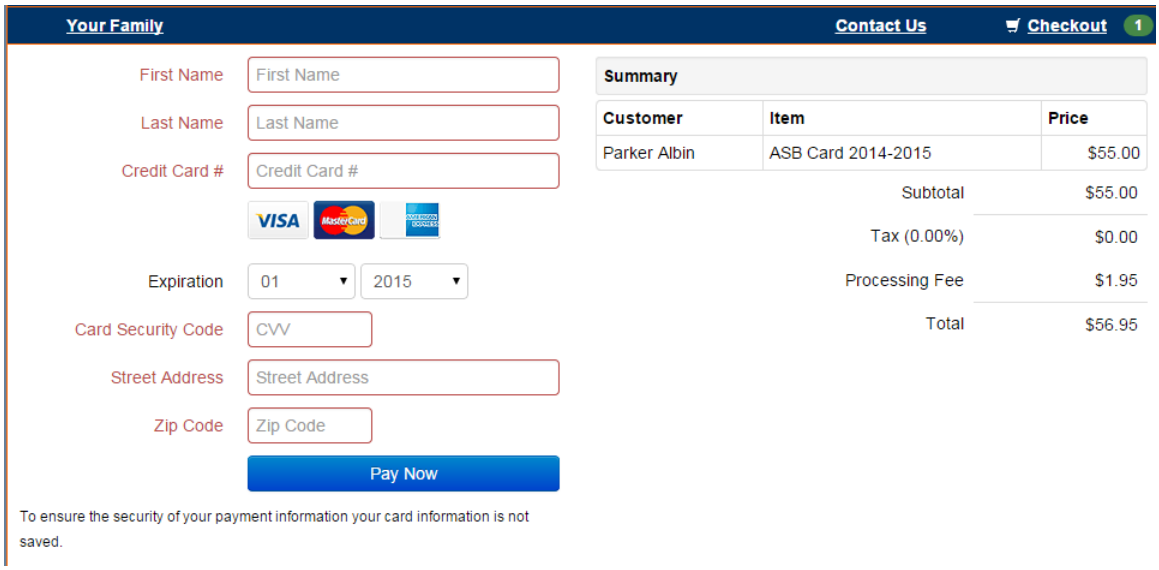
2. Continue shopping

    - This will return you to the item listing

- You can purchase items for another family member by choosing “Your Family” at the upper left of the screen

3. Proceed to checkout and payment process

   - Continue to billing information screen to finish transaction



Input billing information

- **Cards accepted** – Visa, Mastercard, American Express

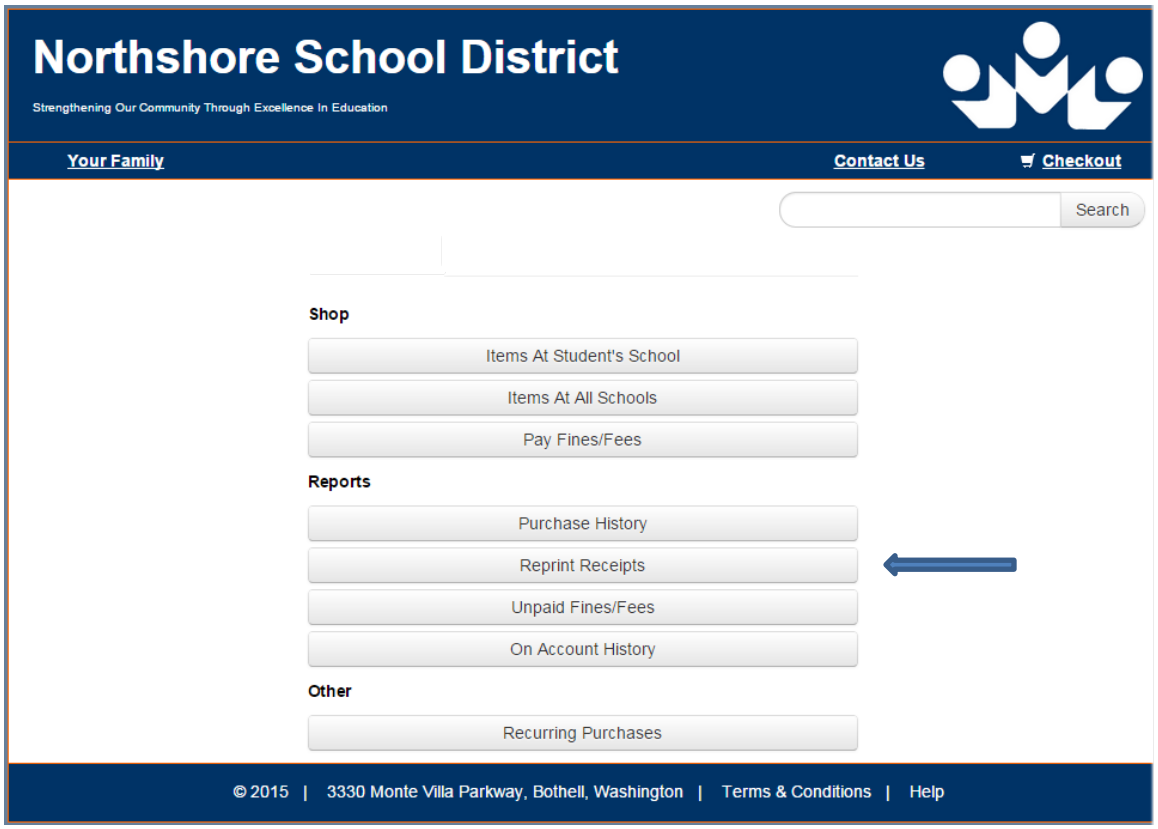
  The CVV code is the three-digit code located after the credit card number on the signature strip of Visa & Master Card. The American Express code is a 4-digit number located on the front of the card (see example).

  This site has elected to only accept credit card transactions with these extra security numbers, making your payment as secure as possible.

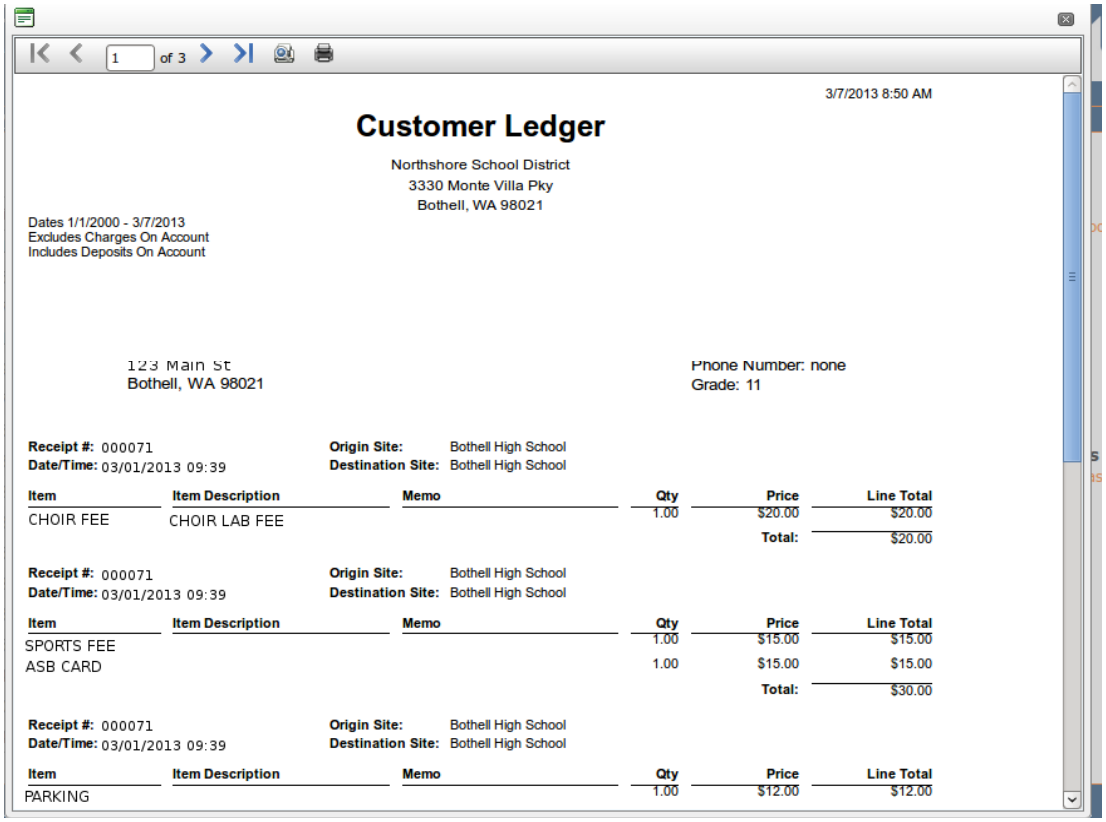
Note: Your credit card will be charged after clicking “Pay Now”

Student Receipts and Ledger

You can access and/or print individual receipts for any student by clicking on their name and selecting “Reprint Receipts.” The listing includes all receipts for that student, including purchases made at the school building.



Similarly, by selecting “Purchase History” you can access a listing of all purchases for that student.



1 of 3

3/7/2013 8:50 AM

Customer Ledger

Northshore School District
3330 Monte Villa Pky
Bothell, WA 98021

Dates 1/1/2000 - 3/7/2013
Excludes Charges On Account
Includes Deposits On Account

123 Main St
Bothell, WA 98021

Phone Number: none
Grade: 11

Receipt #: 000071 **Origin Site:** Bothell High School
Date/Time: 03/01/2013 09:39 **Destination Site:** Bothell High School

Item	Item Description	Memo	Qty	Price	Line Total
CHOIR FEE	CHOIR LAB FEE		1.00	$20.00	$20.00
				Total:	$20.00

Receipt #: 000071 **Origin Site:** Bothell High School
Date/Time: 03/01/2013 09:39 **Destination Site:** Bothell High School

Item	Item Description	Memo	Qty	Price	Line Total
SPORTS FEE			1.00	$15.00	$15.00
ASB CARD			1.00	$15.00	$15.00
				Total:	$30.00

Receipt #: 000071 **Origin Site:** Bothell High School
Date/Time: 03/01/2013 09:39 **Destination Site:** Bothell High School

Item	Item Description	Memo	Qty	Price	Line Total
PARKING			1.00	$12.00	$12.00

Fines and Fees

You can pay for outstanding fines and/or fees by selecting “Pay Fines/Fees.” Each fine/fee will be listed individually and can be selectively added to your cart.

Note – Some optional items will not be available for purchase if the student has outstanding fines or fees. If you have any questions regarding an outstanding fine or fee, please call your building ASB bookkeeper.

FAQs

Do I have to purchase online?

- No. You can pay at the school building during normal business hours. Please contact the office manager or bookkeeper to determine business hours for your school. Note: Credit cards are accepted online and at our middle and high school offices.

Can I pay for multiple students on one transaction?

- Yes. You can add items to your cart for as many students as you like and pay with a single transaction.

I have a student who previously graduated. Why do I still see them?

- The system keeps past student accounts open to accommodate payment of outstanding items (fines, fees, etc.).

How do I request a refund?

- Please contact the bookkeeper at your school to request a refund.