

TouchBase Parent Sign In Instructions

Logging In

- 1. Go to https://az-deervalley.intouchreceipting.com/
- 2. Log into Student Account using student's user name and password

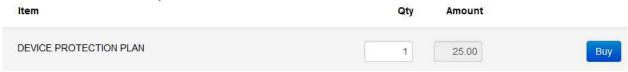
User Name=Student's School ID/Lunch Number Password=Student's Last Name (case sensitive)

3. Select the Student you are shopping for

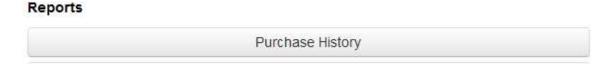


Making a Purchase

- 1. Select Shop/Items at Your School
- 2. Choose a Category
- 3. Select Item and click Buy



- 4. When all items have been added to the cart, click on the **Checkout** link, in upper right corner. Verify the cart contents and click on the **blue Checkout** icon.
- 5. The customer will be directed to a payment screen where all of the credit card information is entered.
- 6. Click Pay Now and complete transaction.
- 7. The customer has the opportunity to print and/or save a copy of the payment receipt.
- 8. All purchases on student accounts will reflect on their Purchase History.



Paying a Student's Fine

- 1. Go to https://az-deervalley.intouchreceipting.com/
- 2. Log into Student Account using student's user name and password.

User Name=Student's School ID/Lunch Number Password=Student's Last Name (case sensitive)

To Log In

Username: Student ID

Password: Last Name (as listed in Powerschool/case-sensitive)

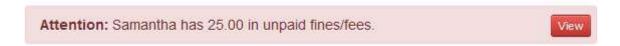
Must log in separately for each student.



3. Select the Student you are shopping for.



4. Once you select the Student, all fees and fines will be visible by selecting view.



- 5. Check the box next to any/all fees/fines that customer wishes to pay at this time.
- 6. Click on the blue Checkout icon on bottom right hand side.
- 7. The customer will be directed to a payment screen where all of the credit card information is entered.
- 8. Click Pay **Now** and complete the transaction.
- 9. The customer has the opportunity to print and/or save a copy of the payment receipt.
- 10. All purchases on student accounts will reflect on their Purchase History.

Reports

Purchase History