

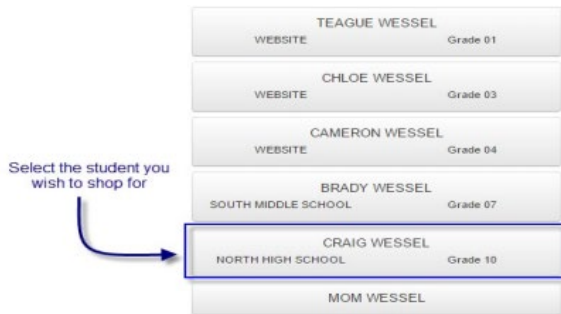
# Using Kyrene's Online Payment Portal

Kyrene's [online payment portal](#) is called TouchBase. As a parent/customer, you are able to:

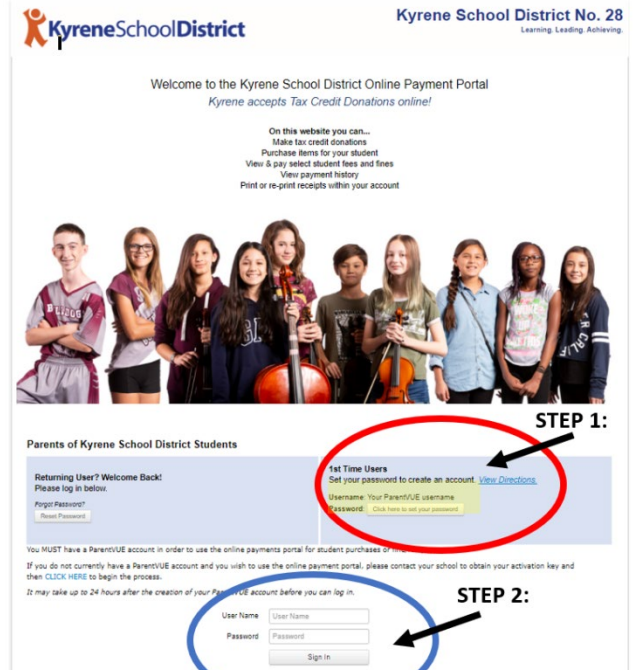
- Purchase items online
- Make tax credit donations online
- Pay for fines and/or fees online
- Pay fines, fees, or purchase items for all your students in one transaction
- View/Print/Save your student/customer ledger
- View/Print/Save your receipts

1. The first time you use the portal, you will need to **set up a password**. The system prompts you to use your ParentVUE username and then enter a new password. Our recommendation is to use the SAME PASSWORD you use for ParentVUE.
2. Return to the [online payment portal](#) screen and **enter your log in information** in the middle section. For parents with multiple students in the district, you'll be able to see all of your students with your one username and password once logged into TouchBase.

3. Select the student you wish to shop for:



4. Once you are on your child's dashboard, everything will be specific to your child and you can select one of the available tools:
  - **"Fines and/or Fees"** may be present on your student's account (for example a library fine) If your student has a fine/fee on their account, you will see a RED notification window – this is your key to look at, and pay, any fines or fees assessed to your students account. There are many reasons why a fine or fee may be present on your account and selecting "VIEW" will display the detail specific to your student. NOTE: If you have questions regarding a fine/fee assessed to your students account, please contact your students' school.
  - **"Items at Students School"** is where you will go to browse items available to your student for purchase. This should look familiar to you if you are familiar with online shopping. Once you have selected items in the webstore, you can view/edit your cart, or proceed to checkout.



- **“Purchase History”** is an on-demand tool for you to use to track your purchase history. This allows you to confirm prior purchases or confirm payment was delivered by your student to the building.
- **“Reprint Receipts”** is a tool that allows you to print a single receipt rather than your full payment ledger (Purchase History)

