

# TOUCHBASE ONLINE PAYMENTS



Touchbase payment portal allows organization to pay online and accepts payment any time of the day or night; payments are reflected on your facility users 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 contact Eva Smith at [evsmith@steilacoom.k12.wa.us](mailto:evsmith@steilacoom.k12.wa.us)**

## • THERE ARE NO CONVENIENCE FEES FOR ONLINE PAYMENTS

### GETTING STARTED:

- Visit [bit.ly/SHSD\\_Payments](http://bit.ly/SHSD_Payments)
- Login with your existing Facility User Name/Password or create a guest account.
- Select "Items for Sale District Wide."
- Select "District Office".
- Select "Facility Rental".
- Enter amount of your invoice payment and click "Buy Info" – followed by "Checkout".
- Click link to "Checkout Step 1 Additional".
- Add Name of your Club/Event along with Invoice Number.
- Enter payment information and click "Pay Now".

**STEILACOOM**  
Historical School District No. 1

**Online Payment Portal**

Steilacoom School District's Payments Portal  
With this system parents/guardians are able to shop for items at their student's schools and pay fines/fees using credit or debit cards. TouchBase is a secure site.

Use your Skyward Parent Access username as your username and setup a password and get started today.

User Name:   
Password:   
Sign In

**1st Time Guests**  
A guest account allows you to make purchases unassociated with a parent/student account.  
**Do not use a guest account if you have a student in attendance.**  
Create Account

**Forgot Username or Password?**  
To recover your username or reset your password.  
Forgot Username or Password

**Shop**

Items At Student's School  
Items for Sale District Wide  
Pay Fines/Fees  
Register for Athletics and Activities

**Reports**

Purchase History  
Reprint Receipts  
Unpaid Fines/Fees  
On Account History



Visit [bit.ly/SHSD\\_Payments](http://bit.ly/SHSD_Payments) or scan the QR code to make payments in Touchbase