



## TouchBase Parent Sign In Instructions

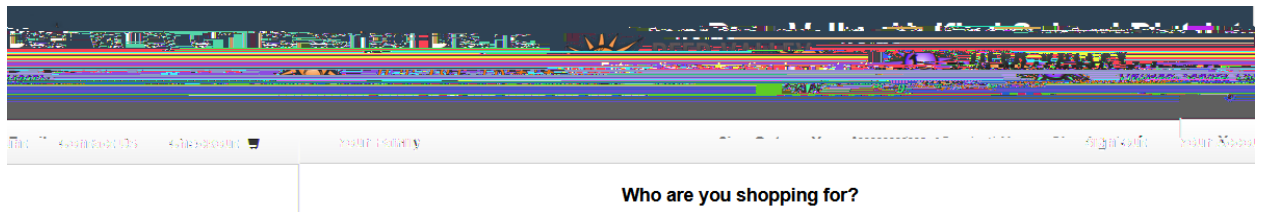
### Logging In

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

User Name=Student's Lunch Number

Password=Student's Last Name (case sensitive)

3. Select the Student you are shopping for



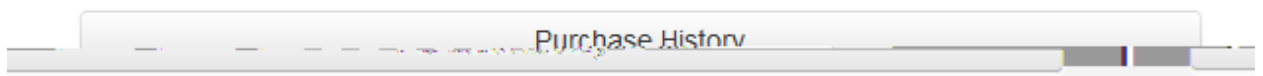
### Making a Purchase

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

Item	Qty	Amount	
DEVICE PROTECTION PLAN	<input type="text" value="1"/>	<input type="text" value="25.00"/>	<input type="button" value="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.

### Reports



## Paying a Student's Fine

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

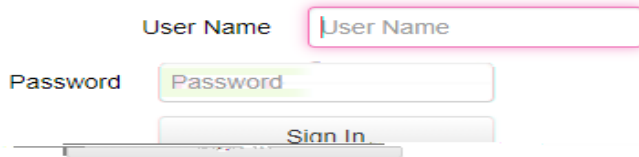
User Name=Student's School ID/Lunch Number

Password=Student's Last Name (case sensitive)

### To Log In

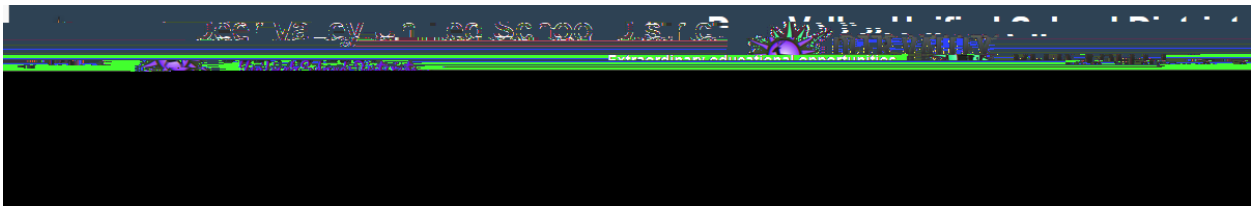
Username: Student ID

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

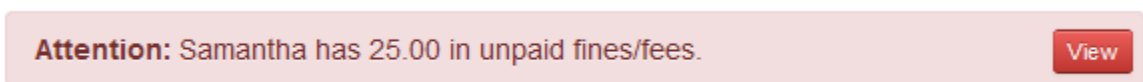


The screenshot shows a login form with two input fields. The first field is labeled "User Name" and contains the text "User Name". The second field is labeled "Password" and contains the text "Password". Below the fields is a "Sign In" button.

3. Select the Student you are shopping for.



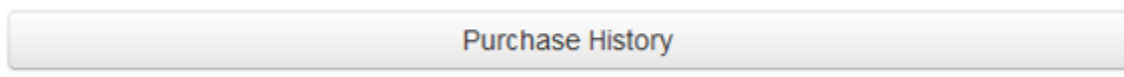
4. Once you select the Student, all fees and fines will be visible by selecting view.



**Attention: Samantha has 25.00 in unpaid fines/fees.** [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](#)