



## TOUCHBASE | ONLINE PAYMENTS

Make payments online instead of sending cash and checks to school – pay for student fees, activities, & more!

### ACCESS YOUR TOUCHBASE ACCOUNT

Go to: <https://ks-olathe.intouchrecepting.com/>

Parents must have a ParentVUE account to access TouchBase. If you do not currently have a ParentVUE account, please contact your school for assistance.

First time users must select the “Click here to set your password” button.

**1st Time Users:??**  
 Username: Your ParentVUE username  
 Password: Click here to set your password

Enter the **email address associated with your ParentVUE account** or enter your **ParentVUE username**, then click “Search”.

**Identify Your Account**  
 To reset your password, please identify your account.  
 Email  
 OR  
 Username  
 momwessel  
 Cancel Search

This will trigger an email from no-reply@intouchrecepting.com to the email address associated with your ParentVUE account. **Click the link in the email** to continue.

Enter and confirm the password of your choice, then click “Change” to set the password.

*Passwords must be at least 7 characters long and contain at least one number and one letter.*

**PLEASE NOTE:** This process sets the TouchBase password only. Your ParentVUE password will NOT be changed.

**Enter A New Password**  
 Username: momwessel  
 New Password: \*\*\*\*\*  
 Confirm Password: \*\*\*\*\*  
 Password must be at least 7 characters long and contain at least one number and one letter.  
 Cancel Change

For more information visit [www.olatheschools.org/feepayment](http://www.olatheschools.org/feepayment)

You’re now ready to access TouchBase!

Log in to TouchBase using your ParentVUE username and the password just created.