InTouch RECEIPTING SUITE

Olathe PUBLIC SCHOOLS

TOUCHBASE | ONLINE PAYMENTS

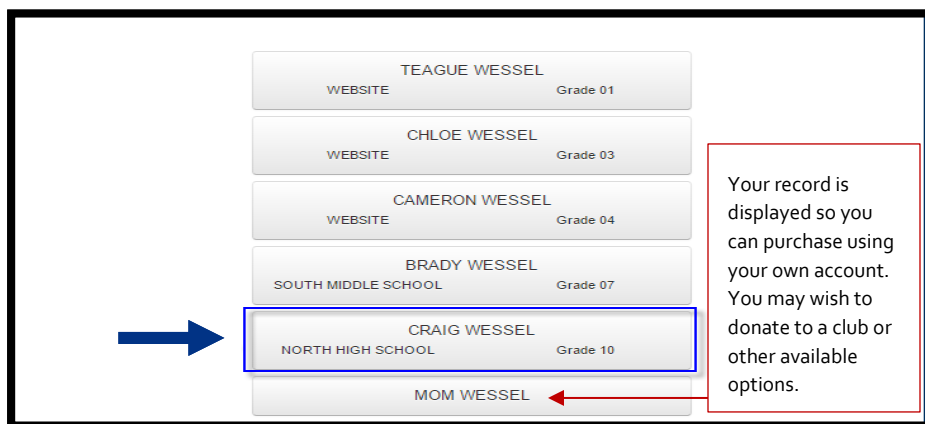**Make payments online instead of sending cash and checks to school – pay for student fees, activities, & more!**

<div style="background:red;color:white">

NAVIGATING TOUCHBASE

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Go to: https://ks-olathe.intouchreceipting.com/

See the "**Access Your TouchBase Account**" instructions for creating a TouchBase password. These instructions may also be used if there is ever a need to reset your password. Visit www.olatheschools.org/feepayment for more information.

Once you've signed in, **select a student**.

This will display the options shown below for the selected student.

Your record is displayed so you can purchase using your own account. You may wish to donate to a club or other available options.

A **Fines and/or Fees** may be present on your student's account. If your student has a fine/fee on their account, you will see a **RED** notification window – this notifies you to pay any outstanding balances on your student's account.

B **"Items at Student's School"** is where you'll go to browse items available to your student for purchase.

C "**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.

Use the Search feature to help find what you need!
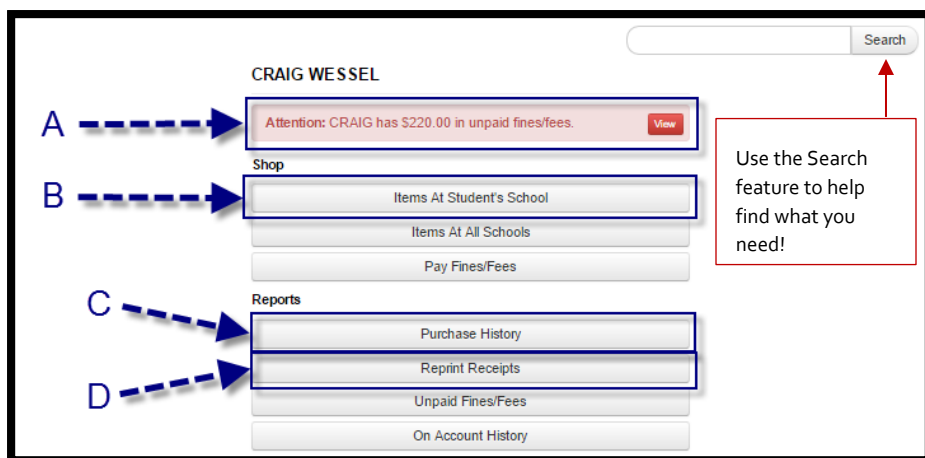
D "**Reprint Receipts**" is a tool that allows you to print a single receipt rather than your full payment ledger.

Add fines, fees, and any other desired items to the cart.
Click the shopping cart icon at the top right of the screen to complete the checkout process!

WEBSTORE ITEM EXPLANATIONS

The online payments portal is integrated with many other systems across the district. As a result, the webstore items can be flagged to limit which students can purchase items. Below are examples of what you may see in the webstore, and the reason certain items look the way they do. *These are examples for illustrative purposes only – these are not available items.*

Buy

An item that's available for purchase in the webstore will display a blue "Buy" button – this means it's available for purchase.

Item	Qty	Amount	
ASB CARD FEES	1	15.00	Buy

Sold Out

This notification will display if the quantity has been depleted on an item, or if the item is currently unavailable. *TIP: check the item description – there may be additional instructions for you regarding the item.*

Item	Qty	Amount	
AP US GOVERNMENT & POLITICS TRIP SPACE IS LIMITED, FIRST COME, FIRST SERVED.			Sold Out

Pay Fines

This is displayed when an item is marked to restrict purchases for students with outstanding fines on their account. If you click the "Pay Fines" button, this will take you to the fine window where you can add all applicable fines to your cart. Once you've added the fines to your cart, you'll be able to add the restricted item to the cart as well.

Item	Qty	Amount	
THE PLANETS Support our hard working Symphony students! Attend their production of Holst's, The Planets!		Unavailable until fines are paid	Pay Fines

Grade Restriction

Items that are restricted to a specific grade, are only available to students enrolled in the listed grades. If you find your student is listed in the wrong grade, or the item you wish to purchase *should* be available to your student – please contact the school for more information.

CULINARY TRIP		Only available to grade(s) 12

Multipart Items/Combo Items

If you find an item has multiple options available, this is a 'Multipart item' and you have the option to select what items you wish to add to the cart. If any of the checkboxes are greyed out/unavailable to edit, this means they are required.

Item	Qty	Amount	
REGISTRATION COMBO SAVE MONEY AND PURCHASE THE MOST COMMON ITEMS ALL AT ONCE!	1		Buy
AP HISTORY		8.00	☑
ATHLETICS FUNDRAISER		12.50	☑
YEARBOOK SALES		80.00	☐

Variable Price

If an item is a 'variable price', this will allow you to place your own amount on the purchase. The most common examples of a variable priced item are fundraisers and donations.

Item	Qty	Amount	
BAND DONATIONS THANK YOU FOR SUPPORTING OUR STUDENTS!	1	0.00	Buy

Item	Qty	Amount	
BAND DONATIONS THANK YOU FOR SUPPORTING OUR STUDENTS!	1	25.00	Buy

CAFETERIA PAYMENTS

Online cafeteria payments may be made by visiting MyPaymentsPlus at www.mypaymentsplus.com.

Once at the site, follow the instructions on the screen to register. Please note, Student ID numbers must total 9 digits. Enter zeroes before the ID number to total 9 digits.

Visit www.olatheschools.org/feepayment for more information.