



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.

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

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.