

ONLINE PAYMENT SITE INSTRUCTIONS

Contents

Logging In.....	2
Purchasing Items	3
Student Receipts and Ledger	6
Fines and Fees.....	8
FAQs.....	9

Logging In

<https://wa-northshore.intouchrecepting.com>

Northshore School District

Strengthening Our Community Through Excellence In Education



Sign in using your NSD parent TouchBase login information.
If you do not have your NSD parent TouchBase login information, please contact your student's school so your purchase can be credited to your student's account. Contact information can be found in the "Need help using this site?" link below.

User Name

Password

If you do not have a student at Northshore, you may create a guest login for purchases such as donations and drama performance tickets. Purchases made using a guest login **WILL NOT** be credited to a student's account. [CLICK HERE](#) to create a non-NSD parent guest login.

For the best viewing experience with TouchBase, please use Internet Explorer 9 or 10 and have "Compatibility Mode" turned on. Otherwise, use of other browsers such as Google Chrome, Mozilla Firefox, and Safari are highly recommended.

[Need help using this site?](#)

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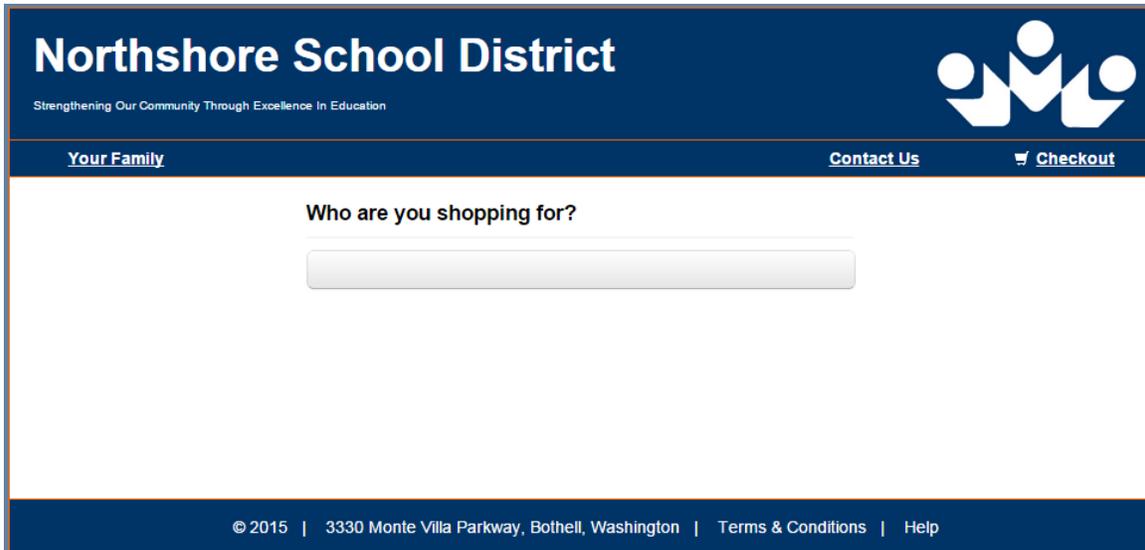
User Name and Password

Contact your student's school to obtain your TouchBase user name and password.

You may create a guest login to purchase items not related to a student account such as event tickets and fundraiser items or to make a donation.

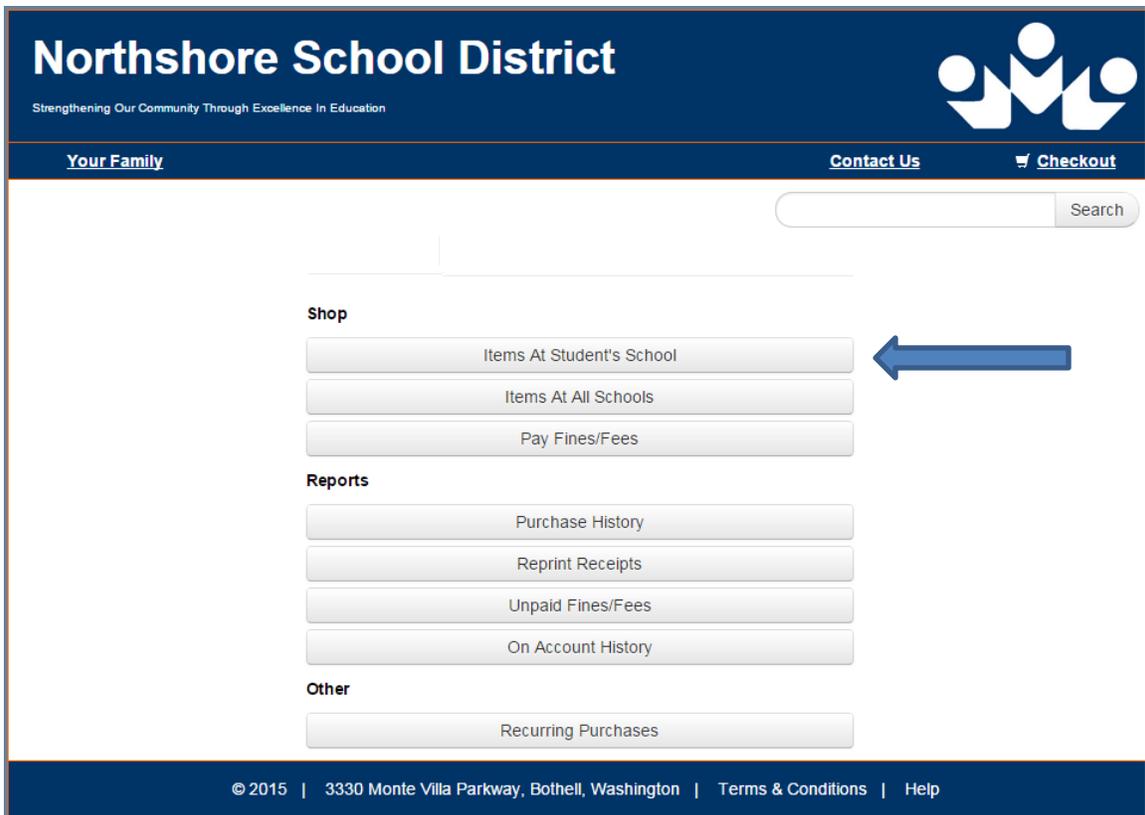
Purchasing Items

Click on the name of the student you would like to purchase items for.



The screenshot shows the Northshore School District website header with the logo and navigation links: [Your Family](#), [Contact Us](#), and [Checkout](#). The main content area features the text "Who are you shopping for?" above a large, empty text input field. The footer contains the copyright information: © 2015 | 3330 Monte Villa Parkway, Bothell, Washington | [Terms & Conditions](#) | [Help](#).

Select "Items At Student's School."



The screenshot shows the Northshore School District website with a search bar at the top right. The "Shop" section is active, displaying a list of options: "Items At Student's School", "Items At All Schools", and "Pay Fines/Fees". A blue arrow points to the "Items At Student's School" button. Below the "Shop" section are the "Reports" and "Other" sections, each with their respective buttons. The footer is identical to the previous screenshot: © 2015 | 3330 Monte Villa Parkway, Bothell, Washington | [Terms & Conditions](#) | [Help](#).

Add available items to your cart.

[Your Family](#) [Contact Us](#) [Checkout](#) 1

Shopping for

You are here [DISTRICT](#) / [High School](#) / [Inglemoor High School](#) / [ASB CARDS](#)

Categories [ASB IHS](#) | [ASB 9th Grade](#)

Item	Qty	Amount	
 ASBC14-15 ASB Card 2014-2015 Pictures for ID/ASB cards will be taken September 5 during English classes. Picture retakes and make-ups will be taken October 9. Picture ID is required to ride school busses. Students are required to carry picture ID when on campus. ASB purchase is non-refundable.	<input type="text" value="1"/>	<input type="text" value="55.00"/>	<input type="button" value="Buy"/>
 ASB9/14-15 9th Grade ASB Sticker 2014-2015 Please choose this item for your 9th grader playing a high school sport. 9th grade ASB sticker available for pick up at your junior high or high school. 9th grade ASB sticker attaches to junior high ID card. Purchase early for free admittance to home games. ASB is non-refundable.	<input type="text" value="1"/>	<input type="text" value="55.00"/>	<input type="button" value="Buy"/>

Review your cart your cart at any time by clicking on the “Checkout” link at the top right of the screen.

[Your Family](#) [Contact Us](#) [Checkout](#) 1

Your Cart

Customer	Item	Price	
	ASB Card 2014-2015	\$55.00	<input type="button" value="Remove"/>
	Subtotal	\$55.00	
	Tax (0.00%)	\$0.00	
	Processing Fee	\$1.95	
	Total	\$56.95	

* Important notice: you may be charged a processing fee for your online purchase.

1. Review items for purchase
 - Remove items if necessary
 - Review total
2. Continue shopping
 - This will return you to the item listing

- You can purchase items for another family member by choosing “Your Family” at the upper left of the screen
3. Proceed to checkout and payment process
- Continue to billing information screen to finish transaction

Your Family
Contact Us
Checkout 1

First Name

Last Name

Credit Card #

Expiration

Card Security Code

Street Address

Zip Code

[Pay Now](#)

To ensure the security of your payment information your card information is not saved.

Summary

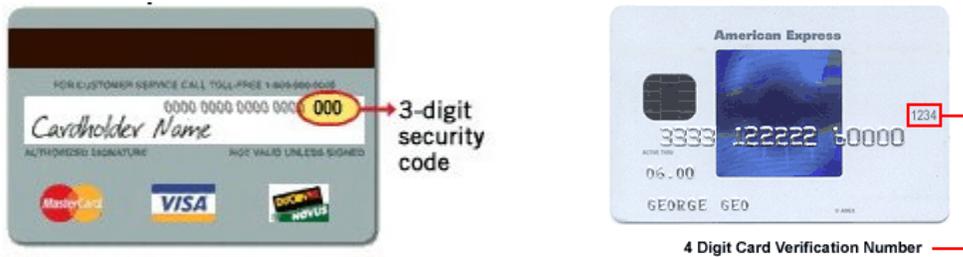
Customer	Item	Price
Parker Albin	ASB Card 2014-2015	\$55.00
Subtotal		\$55.00
Tax (0.00%)		\$0.00
Processing Fee		\$1.95
Total		\$56.95

Input billing information

- **Cards accepted** – Visa, Mastercard, American Express

The CVV code is the three-digit code located after the credit card number on the signature strip of Visa & Master Card. The American Express code is a 4-digit number located on the front of the card (see example).

This site has elected to only accept credit card transactions with these extra security numbers, making your payment as secure as possible.



Note: Your credit card will be charged after clicking “Pay Now”

Student Receipts and Ledger

You can access and/or print individual receipts for any student by clicking on their name and selecting “Reprint Receipts.” The listing includes all receipts for that student, including purchases made at the school building.

The screenshot shows the Northshore School District website interface. At the top, the header includes the district name, tagline, and logo. Below the header is a navigation bar with 'Your Family', 'Contact Us', and 'Checkout' links. A search bar is located on the right. The main content area is divided into three sections: 'Shop', 'Reports', and 'Other'. The 'Reports' section contains a button for 'Reprint Receipts', which is highlighted with a blue arrow. The footer contains copyright information and links to 'Terms & Conditions' and 'Help'.

Northshore School District
Strengthening Our Community Through Excellence In Education

[Your Family](#) [Contact Us](#) [Checkout](#)

Search

Shop

- Items At Student's School
- Items At All Schools
- Pay Fines/Fees

Reports

- Purchase History
- Reprint Receipts
- Unpaid Fines/Fees
- On Account History

Other

- Recurring Purchases

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Similarly, by selecting "Purchase History" you can access a listing of all purchases for that student.

3/7/2013 8:50 AM

Customer Ledger

Northshore School District
3330 Monte Villa Pky
Bothell, WA 98021

Dates 1/1/2000 - 3/7/2013
Excludes Charges On Account
Includes Deposits On Account

123 Main St
Bothell, WA 98021

Phone Number: none
Grade: 11

Receipt #: 000071
Date/Time: 03/01/2013 09:39
Origin Site: Bothell High School
Destination Site: Bothell High School

Item	Item Description	Memo	Qty	Price	Line Total
CHOIR FEE	CHOIR LAB FEE		1.00	\$20.00	\$20.00
Total:					\$20.00

Receipt #: 000071
Date/Time: 03/01/2013 09:39
Origin Site: Bothell High School
Destination Site: Bothell High School

Item	Item Description	Memo	Qty	Price	Line Total
SPORTS FEE			1.00	\$15.00	\$15.00
ASB CARD			1.00	\$15.00	\$15.00
Total:					\$30.00

Receipt #: 000071
Date/Time: 03/01/2013 09:39
Origin Site: Bothell High School
Destination Site: Bothell High School

Item	Item Description	Memo	Qty	Price	Line Total
PARKING			1.00	\$12.00	\$12.00

Fines and Fees

You can pay for outstanding fines and/or fees by selecting “Pay Fines/Fees.” Each fine/fee will be listed individually and can be selectively added to your cart.

Note – Some optional items will not be available for purchase if the student has outstanding fines or fees. If you have any questions regarding an outstanding fine or fee, please call your building ASB bookkeeper.

FAQs

Do I have to purchase online?

- No. You can pay at the school building during normal business hours. Please contact the office manager or bookkeeper to determine business hours for your school. Note: Credit cards are accepted online and at our middle and high school offices.

Can I pay for multiple students on one transaction?

- Yes. You can add items to your cart for as many students as you like and pay with a single transaction.

I have a student who previously graduated. Why do I still see them?

- The system keeps past student accounts open to accommodate payment of outstanding items (fines, fees, etc.).

How do I request a refund?

- Please contact the bookkeeper at your school to request a refund.