

# Making Online Payments

1. Once you receive your Skyward Family Access login ID, visit the InTouch Payment website at: <https://wa-tahoma.intouchrecepting.com/>. (You can also find the link to this page on the Tahoma district website, look for the links carousel as shown below, then the link at the bottom of the Skyward login page).



2. On InTouch's login page, you will first need to set your password. Click the box to set your password and check your email for the link to set it.



## Parents of Tahoma School District Students:

Login using your Skyward username and set a password

Username: Your **Skyward Family Access** username

Password:

If you do not have a FAMILY ACCESS login, or need your login, please contact your child's school

**It may take up to 24 hours after creating or updating your Skyward account before being able to login.**

If you need to reset your password, please  to have a password reset email sent to

User Name	<input type="text" value="User Name"/>
Password	<input type="password" value="Password"/>
	<input type="button" value="Sign In"/>



3. Return to InTouch and login using your **Skyward login ID** and your **new**

password

If you do not have a login ID, or need your login, please contact your child's school secretary.  
**or updating your Skyward account before being able to log in.**

[Click Here](#) to have a password reset email sent to your email address on file.

User Name

Password

### InTouch password.

4. Proceed to choose who you are making a purchase for. Add each item into the cart for everyone in your family at once if needed. Then proceed to “checkout” and make your payment with debit or credit.

The screenshot shows the 'Online Payments' interface. At the top left is the TAHOMA Future Ready Students logo. At the top right is the text 'Online Payments'. Below the header is a navigation bar with 'Your Family' on the left and 'Sign Out', 'Contact Us', and 'Checkout' with a shopping cart icon on the right. The main content area is titled 'Who are you shopping for?' (circled in green). Below this title are three selection boxes, each outlined in green:

- Student 1 Name**: TAHOMA HIGH SCHOOL Grade 12
- Student 2 Name**: TAHOMA HIGH SCHOOL Grade 09
- Your Name**

At the bottom of the page is a dark blue footer containing: 'Help | Terms & Conditions | Privacy Policy', '25720 MAPLE VALLEY-BLACK DIAMOND RD SE, MAP...', and '© 2023 InTouch Receipting. All rights reserved.'



# Items You Can Pay Online:

School meals

Fines (lost books, certain high school class fees that have not yet been paid)

Fees (Athletic, Music/Choir, ASB)

Yearbook

Dance or theater tickets

Field Trips

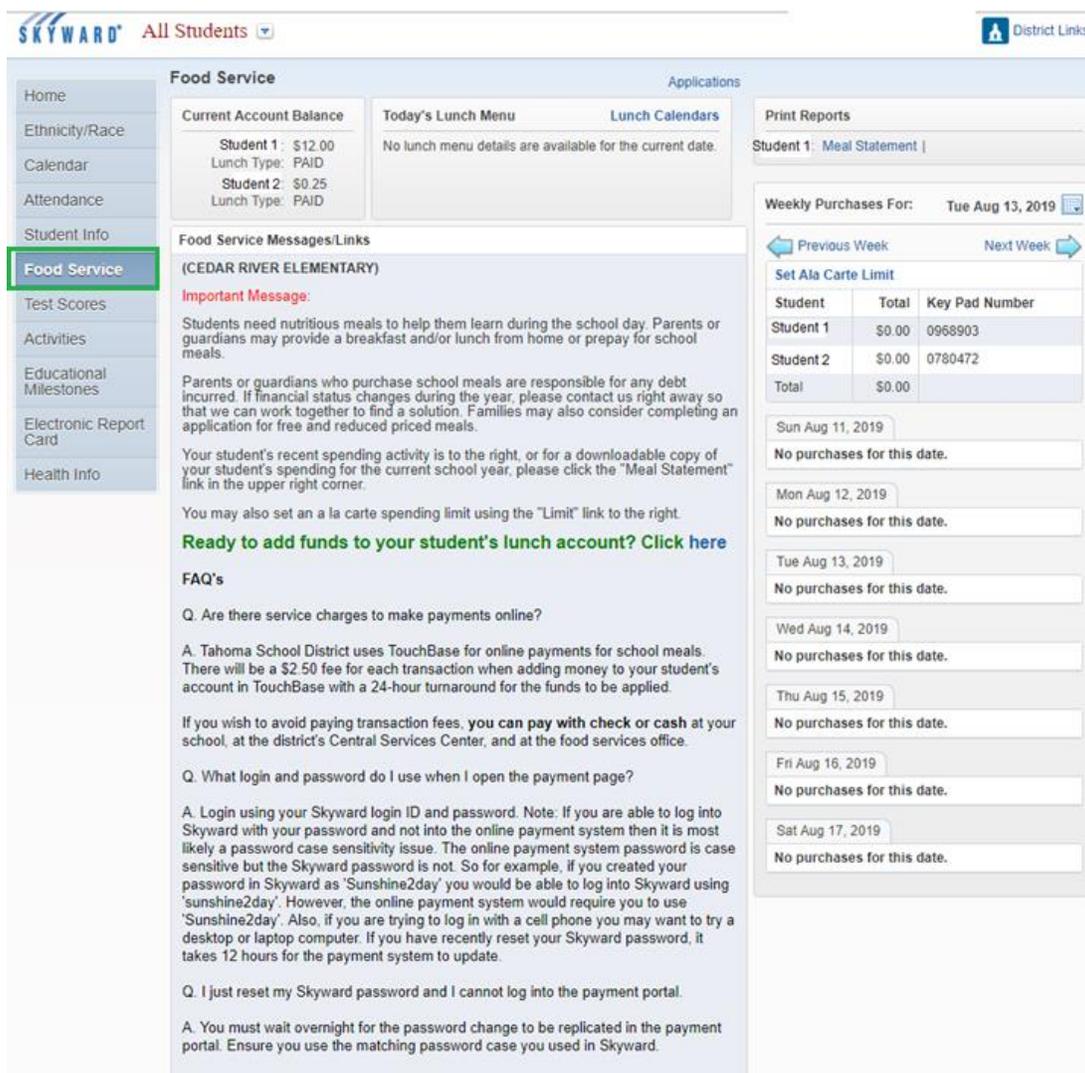
Spirit Wear

Etc.

# Food Service within Family Access

Within Skyward you can monitor your student's food service spending and download meal statements.

1. Visit your student's school or district website and click the Skyward icon.
2. Enter in your Skyward credentials that were emailed to you or provided by the school's staff.
3. Upon logging in, select the **Food Service** tab on the left. You will see the following page:



**SKYWARD** All Students ▼ District Links

Home

Ethnicity/Race

Calendar

Attendance

Student Info

Food Service

Test Scores

Activities

Educational Milestones

Electronic Report Card

Health Info

### Food Service Applications

**Current Account Balance**

Student 1: \$12.00  
Lunch Type: PAID

Student 2: \$0.25  
Lunch Type: PAID

**Today's Lunch Menu**

No lunch menu details are available for the current date.

[Lunch Calendars](#)

**Print Reports**

Student 1: [Meal Statement](#) |

Weekly Purchases For: Tue Aug 13, 2019

◀ Previous Week
Next Week ▶

Set A la Carte Limit		
Student	Total	Key Pad Number
Student 1	\$0.00	0968903
Student 2	\$0.00	0780472
<b>Total</b>	<b>\$0.00</b>	

Sun Aug 11, 2019

No purchases for this date.

Mon Aug 12, 2019

No purchases for this date.

Tue Aug 13, 2019

No purchases for this date.

Wed Aug 14, 2019

No purchases for this date.

Thu Aug 15, 2019

No purchases for this date.

Fri Aug 16, 2019

No purchases for this date.

Sat Aug 17, 2019

No purchases for this date.

**Food Service Messages/Links**

(CEDAR RIVER ELEMENTARY)

**Important Message:**

Students need nutritious meals to help them learn during the school day. Parents or guardians may provide a breakfast and/or lunch from home or prepay for school meals.

Parents or guardians who purchase school meals are responsible for any debt incurred. If financial status changes during the year, please contact us right away so that we can work together to find a solution. Families may also consider completing an application for free and reduced priced meals.

Your student's recent spending activity is to the right, or for a downloadable copy of your student's spending for the current school year, please click the "Meal Statement" link in the upper right corner.

You may also set an a la carte spending limit using the "Limit" link to the right.

Ready to add funds to your student's lunch account? [Click here](#)

**FAQ's**

Q. Are there service charges to make payments online?

A. Tahoma School District uses TouchBase for online payments for school meals. There will be a \$2.50 fee for each transaction when adding money to your student's account in TouchBase with a 24-hour turnaround for the funds to be applied.

If you wish to avoid paying transaction fees, **you can pay with check or cash** at your school, at the district's Central Services Center, and at the food services office.

Q. What login and password do I use when I open the payment page?

A. Login using your Skyward login ID and password. Note: If you are able to log into Skyward with your password and not into the online payment system then it is most likely a password case sensitivity issue. The online payment system password is case sensitive but the Skyward password is not. So for example, if you created your password in Skyward as 'Sunshine2day' you would be able to log into Skyward using 'sunshine2day'. However, the online payment system would require you to use 'Sunshine2day'. Also, if you are trying to log in with a cell phone you may want to try a desktop or laptop computer. If you have recently reset your Skyward password, it takes 12 hours for the payment system to update.

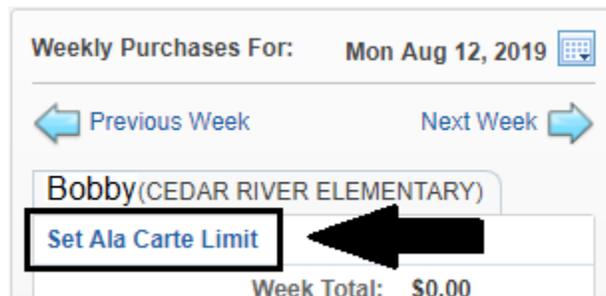
Q. I just reset my Skyward password and I cannot log into the payment portal.

A. You must wait overnight for the password change to be replicated in the payment portal. Ensure you use the matching password case you used in Skyward.

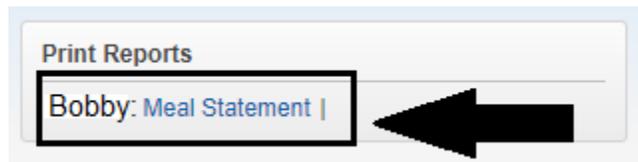
- If you have multiple students, select the desired student on the drop-down at the top.



- On the right, you'll see the Ala Carte Limit where you can limit the extras your student can purchase (extra milk, etc.), or restrict them all together. Meals will never be denied.



- At the top right, you'll see Meal Statement where you can download or print the spending activity for the current school year.



- At the top center, you'll also see the **Applications** link. If you ever need to apply for school meal assistance, you can apply there. [Instructions here.](#)



- Below the Applications links you will see the **Lunch Calendar** link which will redirect you to the district's menu webpage.

- In green you will see the link to make an online deposit into your student's account.

