



## ONLINE PAYMENT SYSTEM INSTRUCTIONS

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May 5, 2014

# Family Login

<https://intouch.wwps.org/>

## Walla Walla School District No. 140

Partners in Learning



### Welcome to the Walla Walla School District Online Payment System

#### Family Login

- Your User Name and Password are the same login used for Skyward Family Access.

#### Login Tips

- If your Skyward Family Access password has been changed, you must wait overnight for the new password to be updated in Online Payments.
- If you did not receive your Skyward Family Access Login/Password or have misplaced/forgotten it:
  - It is available in person at the main office of your student's school
  - [Click here to be directed to the Skyward Family Access page.](#) Click the "Forgot your Login/Password" link under the "Sign In" button to have your Login/Password sent to your email address. **Important:** If your password is changed you must wait overnight for the new password to be updated in Online Payments.
  - [Click here for detailed Online Payment System Instructions](#)

User Name

Password

Sign in

Guest Account



Please contact the following for assistance:

Online Payment System: School Bookkeeper or District Help Desk 509-526-6726  
Student Meal Accounts: Nutrition Services Office 509-527-3016  
Skyward Family Access: School Office  
Student Fines & Fees: School Bookkeeper

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# Purchasing Items

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

Walla Walla School District No. 140  
Partners in Learning  
Walla Walla Public Schools

[YOUR FAMILY](#) [Contact Us](#) [Checkout](#)

Who are you shopping for?

**Jane Doe**  
Pioneer Middle School Grade 08

Select "Items at Student's School."

[YOUR FAMILY](#) [Contact Us](#) [Checkout](#)

**Jane Doe**

Shop

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

Select category.

[YOUR FAMILY](#) [Contact Us](#) [Checkout](#)

Shopping for **Jane Doe**  Search

You are here [DISTRICT](#) / [Middle School](#) / [Pioneer Middle School](#)

Categories **ASB** | [ACTIVITIES](#) | [CLUBS](#) | [MEAL PAYMENTS](#)


Add available items to your shopping cart by selecting the "Buy" button.

Walla Walla School District No. 140  
Partners in Learning  
Walla Walla Public Schools

[YOUR FAMILY](#) [Contact Us](#) [Checkout](#)

Shopping for **Jane Doe**  Search

You are here [DISTRICT](#) / [Middle School](#) / [Pioneer Middle School](#) / [ASB](#)

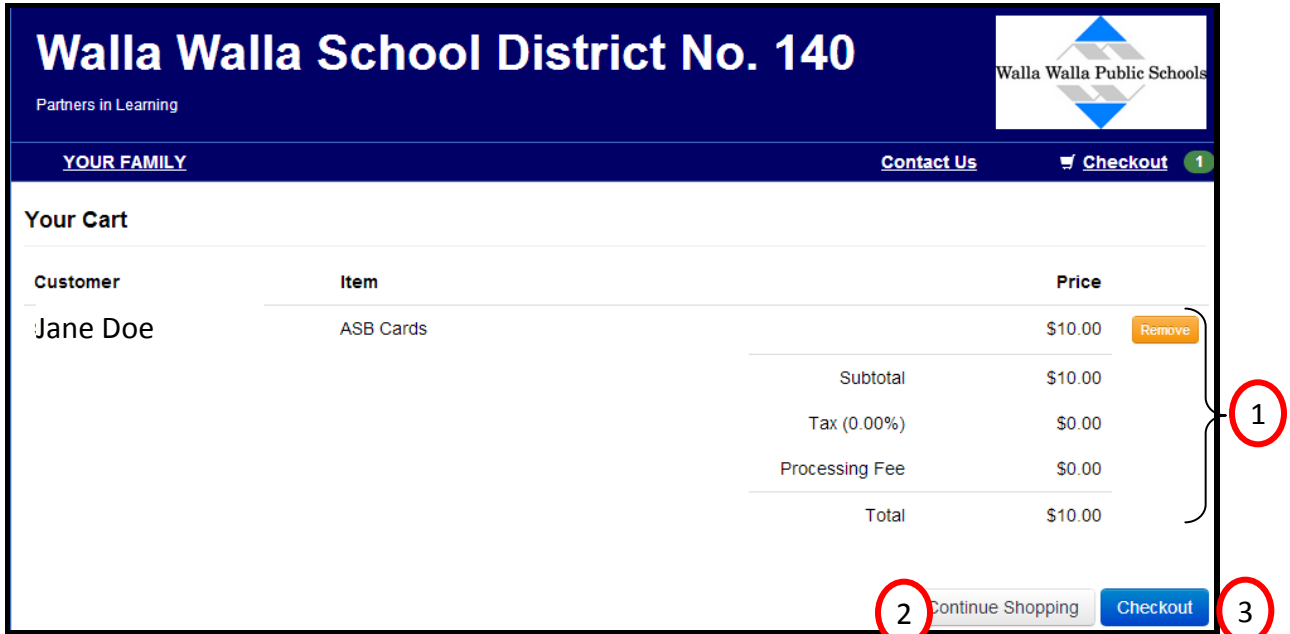
Item	Qty	Amount	
 1003 asb 2013 ASB Cards Required for all ASB activities, clubs and sports	1	10.00	<b>Buy</b>

## Purchasing Items (continued)

Tip: You may view items in your cart at any time by clicking on the “Checkout” link at the top of the screen.



Review your cart.



1. Review items for purchase (remove items, review total)
2. Continue Shopping (this will return you to the item listing).
3. Proceed to checkout and payment process.

- **Cards accepted:** Visa, MasterCard, and Discover

First Name	<input type="text" value="First Name"/>	<b>Summary</b>
Last Name	<input type="text" value="Last Name"/>	
Credit Card #	<input type="text" value="Credit Card #"/>	<b>Customer</b>
		Jane Doe
Expiration	01 <input type="text"/> 2013 <input type="text"/>	ASB Cards
Card Security Code	CVV <b>4</b>	Subtotal
Street Address	<input type="text" value="Street Address"/>	\$10.00
Zip Code	<input type="text" value="Zip Code"/>	Tax (0.00%)
		\$0.00
		Processing Fee
		\$0.00
		Total
		\$10.00
	<input type="button" value="Pay Now"/>	

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

4. The CVV code is the three-digit code located after the credit card number on the signature strip of VISA, MASTERCARD, and DISCOVER cards.

# Multiple Students

You may add items for other students to your cart at any time. Select "Your Family" and click on the name of the student you would like to make purchases for. Items selected under this student will be added to your common shopping cart.

The screenshot shows the top navigation bar of the Walla Walla School District No. 140 website. The 'YOUR FAMILY' link is circled in red. Below the navigation bar, the 'Who are you shopping for?' section displays two student selection buttons: 'Jane Doe' (Pioneer Middle School, Grade 08) and 'John Doe' (Walla Walla High School, Grade 12). The 'John Doe' button is circled in red.

# Viewing Student Purchase History

You may view purchases made for any student by clicking on their name and selecting "Purchase History". You may adjust the "From" & "To" dates as desired, then select "Refresh".

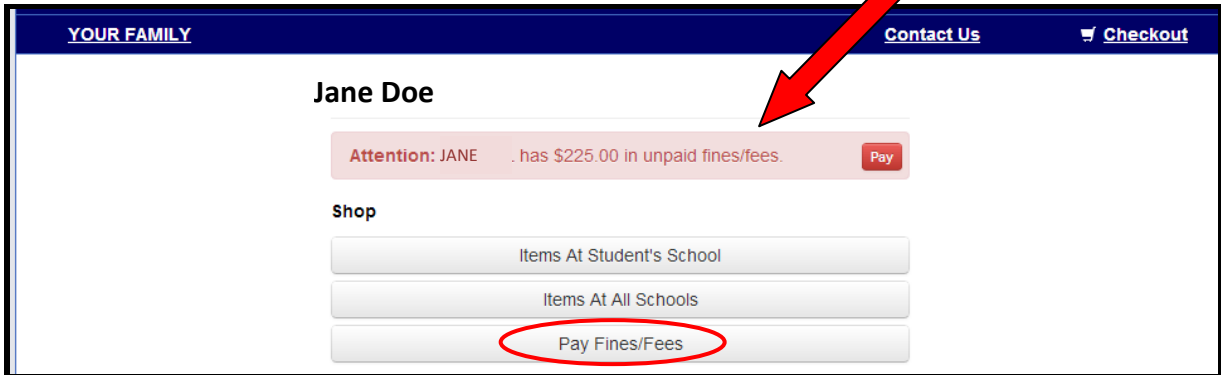
The screenshot shows the 'Reports' section with the 'Purchase History' button circled in red. Below it, the 'Customer Ledger' for Jane Doe is displayed. The 'From' and 'To' date fields are circled in red, with a red arrow pointing to the 'Purchase History' button. The ledger shows two receipts: one for Basketball Boys Sports Fee and Yearbook (Total: \$37.00) and another for ASB Cards (Total: \$10.00). The Grand Total is \$47.00.

Item	Item Description	Memo	Amount
2007 bbb 2013 1030	Basketball Boys Sports Fee Yearbook	Yearbooks are distributed during the last week of school	\$15.00 \$22.00
Total:			\$37.00
1003 asb 2013	ASB Cards	Required for all ASB activities, clubs and sports	\$10.00
Total:			\$10.00
Grand Total:			\$47.00

# Viewing and Paying Fines and Fees

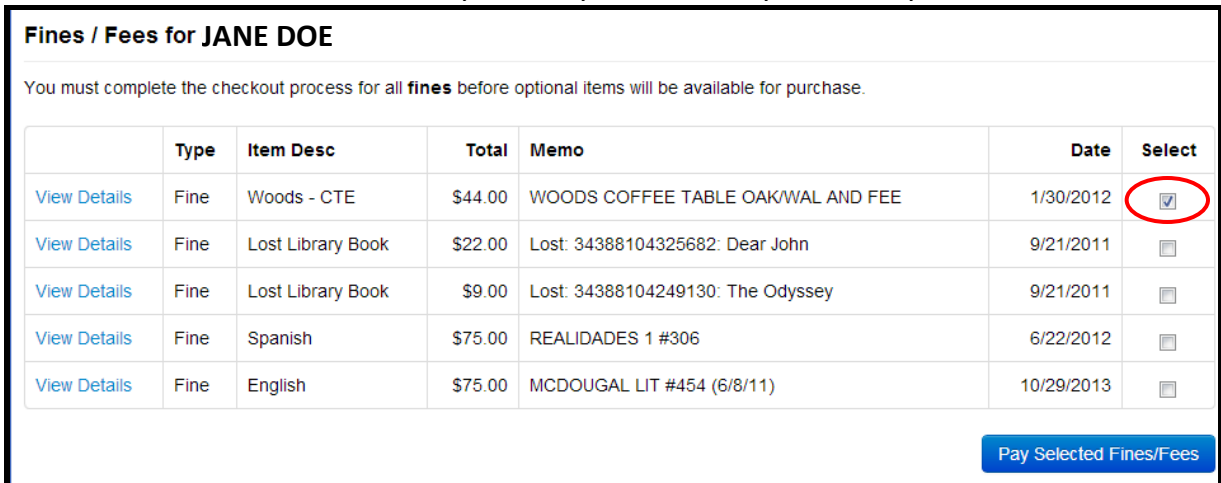
You may pay for outstanding fines/fees by selecting “Pay Fines/Fees.”

**Note:** If your student has outstanding fines or fees, there will be an “Attention” message as noted below.



The screenshot shows a user interface for a family account. At the top, there is a navigation bar with "YOUR FAMILY" on the left, "Contact Us" in the middle, and a shopping cart icon followed by "Checkout" on the right. Below the navigation bar, the name "Jane Doe" is displayed. A red arrow points to a pink attention message box that reads: "Attention: JANE . has \$225.00 in unpaid fines/fees." To the right of this message is a red "Pay" button. Below the attention message, there is a "Shop" section with three buttons: "Items At Student's School", "Items At All Schools", and "Pay Fines/Fees". The "Pay Fines/Fees" button is circled in red.

Each fine/fee will be listed individually and may be selectively added to your cart.



The screenshot shows a table titled "Fines / Fees for JANE DOE". Below the title, there is a note: "You must complete the checkout process for all **fines** before optional items will be available for purchase." The table has the following columns: "View Details", "Type", "Item Desc", "Total", "Memo", "Date", and "Select". The first row has a checked checkbox in the "Select" column, which is circled in red. The other rows have unchecked checkboxes.

	Type	Item Desc	Total	Memo	Date	Select
<a href="#">View Details</a>	Fine	Woods - CTE	\$44.00	WOODS COFFEE TABLE OAK/WAL AND FEE	1/30/2012	<input checked="" type="checkbox"/>
<a href="#">View Details</a>	Fine	Lost Library Book	\$22.00	Lost: 34388104325682: Dear John	9/21/2011	<input type="checkbox"/>
<a href="#">View Details</a>	Fine	Lost Library Book	\$9.00	Lost: 34388104249130: The Odyssey	9/21/2011	<input type="checkbox"/>
<a href="#">View Details</a>	Fine	Spanish	\$75.00	REALIDADES 1 #306	6/22/2012	<input type="checkbox"/>
<a href="#">View Details</a>	Fine	English	\$75.00	MCDUGAL LIT #454 (6/8/11)	10/29/2013	<input type="checkbox"/>

At the bottom right of the table, there is a blue button labeled "Pay Selected Fines/Fees".

## FAQ

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### **Do I have to purchase online?**

- No. You may pay at the school building during normal business hours. Please contact the school bookkeeper to determine business hours for your school.

### **Why won't my user name and password work in Online Payments?**

- To pay online you must use your Skyward Family Access (not the student's) User Name and Password.
- If your Skyward Family Access password has been changed, you must wait overnight for the new password to be updated in Online Payments.

### **I can't remember my password, or I never received my password.**

- If you did not receive your Skyward Family Access Login/Password or have misplaced/forgotten it:
  - It is available in person at the main office of your student's school.
  - Go to the following website:  
<https://www2.scrdc.wa-k12.net/scripts/cgiip.exe/WService=wwallas71/fwemnu01.w>  
Click the "Forgot your Login/Password" link under the "Sign In" button to have your Login/Password sent to your email address. Important: If your password is changed you must wait overnight for the new password to be updated in Online Payments.
  - Contact the help desk: 509-526-6726

### **Can I pay for multiple students on one transaction?**

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

### **Why was my credit or debit card declined?**

- If your card has been declined, please ensure that:
  - your credit card is either a Visa, MasterCard, or Discover Card (not AmericanExpress)
  - your card has an expiration date of the current month or later
  - your card number has been entered correctly (no dashes or spaces)
  - the address associated with the card matches the address you have entered into the form
  - the 3-digit security code (CVV) on the back of your card has been entered correctly

### **How do I request a refund?**

- Please contact the ASB office of your student's school to request a refund.