

## TouchBase Step-by-Step Instructions

TouchBase is the new online payment system that will be used by the Edmonds School District. Beginning the week of August 22, it will be available for all District students to make food service payments. Students at Alderwood, Meadowdale, Brier Terrace and College Place Middle Schools, as well as Lynnwood, Meadowdale, Edmonds Woodway, Mountlake Terrace High Schools will be able to make payments for a variety of other school related costs as well. We plan to add the same capability for the rest of the District locations throughout the 16/17 school year.

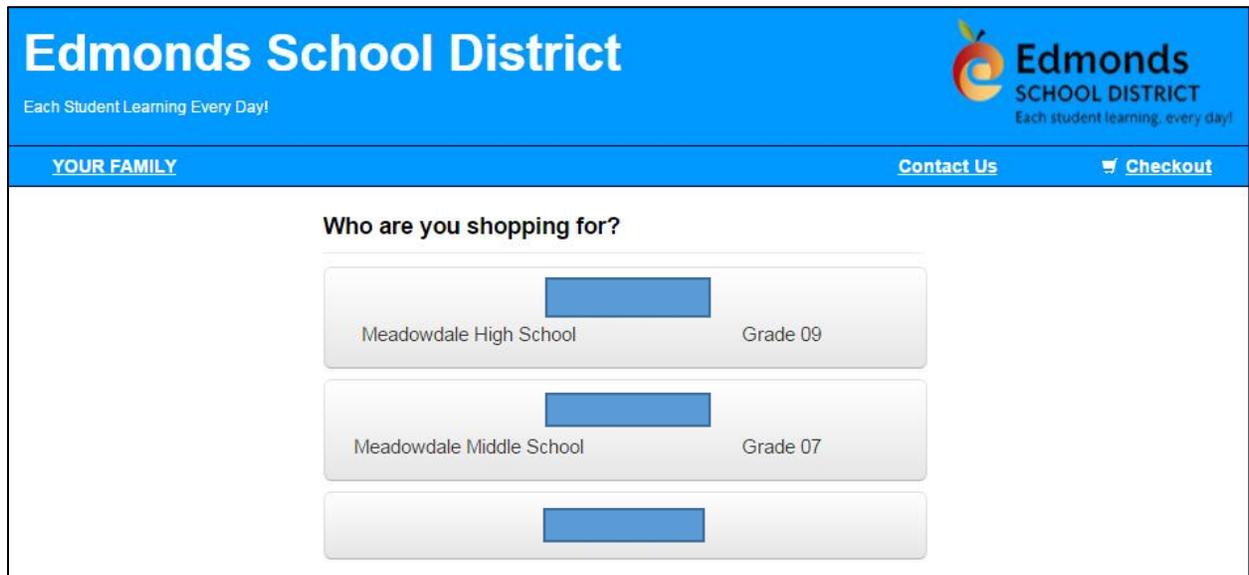
To get started, follow this link:

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

Your login information will be the same as the **parent** credentials for Skyward family access. If you have forgotten your password, follow the “forgot your login / password” link on the **Skyward** home page. If you are still unsuccessful, contact your student’s school.

Username / Passwords are updated from Skyward to TouchBase nightly. If you make a change today, it will take effect in TouchBase the next day.

Once you have logged in, you will see a list of the students in your family. Click on the student you would like to make purchases for.



The screenshot shows the Edmonds School District TouchBase interface. At the top, there is a blue header with the Edmonds School District logo and the tagline "Each Student Learning Every Day!". Below the header, there is a navigation bar with "YOUR FAMILY" on the left, "Contact Us" in the middle, and "Checkout" on the right. The main content area is titled "Who are you shopping for?" and displays a list of students. The first student is Meadowdale High School, Grade 09. The second student is Meadowdale Middle School, Grade 07. There is a third student listed below, but their name and grade are obscured by a blue redaction box.

Next select what you would like to do. To make purchases, select Shop -> Items at Student's School:

**Edmonds School District**  
Each Student Learning Every Day!

**Edmonds SCHOOL DISTRICT**  
Each student learning, every day!

[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

This will bring you to a list of item categories at your student's location:

**Edmonds School District**  
Each Student Learning Every Day!

**Edmonds SCHOOL DISTRICT**  
Each student learning, every day!

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

Shopping for [Redacted] Search

**You are here** [DISTRICT](#) / [High School](#) / [Meadowdale High School](#)

**Categories** [ASB Card](#) | [Athletics](#) | [Food Service](#) | [Parking Permit](#) | [Technology](#) | [Yearbook](#)

Please select from a category above.

If your student is not enrolled at one of the schools mentioned above, you will need to first select the student's school:

**Edmonds School District**  
Each Student Learning Every Day!

**Edmonds SCHOOL DISTRICT**  
Each student learning, every day!

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

Shopping for

**You are here** [DISTRICT](#) / [District](#) / [District](#)

**Categories** [Beverly Elementary](#) | [Brier Elementary](#) | [Cedar Valley](#) | [Cedar Way Elementary](#) | [Chase Lake Elementary](#) | [College Place Elementary](#) | [Edmonds Elementary](#) | [eLearning](#) | [Hazelwood Elementary](#) | [Hilltop Elementary](#) | [Lynndale Elementary](#) | [Lynnwood Elementary](#) | [Madrona K-8](#) | [Maplewood](#) | [Martha Lake Elementary](#) | [Meadowdale Elementary](#) | [Mountlake Terrace Elementary](#) | [Oak Heights Elementary](#) | [Scriber / Edmonds Heights / VOICE](#) | [Seaview Elementary](#) | [Sherwood Elementary](#) | [Spruce Elementary](#) | [Terrace Park Elementary](#) | [Westgate Elementary](#)

Please select from a category above.

Select the category to view the available items.

If you would like to purchase the item, click "Buy", and the item will be added to the cart:

**Edmonds School District**  
Each Student Learning Every Day!

**Edmonds SCHOOL DISTRICT**  
Each student learning, every day!

**YOUR FAMILY** [Contact Us](#) [Checkout](#) 1

Shopping for

**You are here** [DISTRICT](#) / [High School](#) / [Meadowdale High School](#) / [ASB Card](#)

Item	Qty	Amount	
 ACTIVITY CARD	<input type="text" value="1"/>	<input type="text" value="50.00"/>	<a href="#">Buy</a>

When you are finished adding items, click the Checkout link and you will see the contents of your cart. If you are done, click Checkout to make the payment.

Edmonds School District



Each Student Learning Every Day!

YOUR FAMILY
Contact Us
🛒 Checkout 1

### Your Cart

Customer	Item	Price	
	ACTIVITY CARD	\$50.00	<a href="#" style="background-color: #ffc107; padding: 2px;">Remove</a>
Subtotal		\$50.00	
Tax (0.00%)		\$0.00	
Processing Fee		\$2.00	
Total		\$52.00	

Continue Shopping
Checkout

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

From here, enter your credit/debit card information, then click Pay Now. Note that there is a \$2.00 processing fee on all transactions.

Edmonds School District



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YOUR FAMILY
Contact Us
🛒 Checkout 1

### Payment

First Name

Last Name

Credit Card #




Expiration   /

Card Security Code

Street Address

Zip Code

Pay Now

#### Summary

Customer	Item	Price
	ACTIVITY CARD	\$50.00
Subtotal		\$50.00
Tax (0.00%)		\$0.00
Processing Fee		\$2.00
Total		\$52.00

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

When your payment is complete, you will have the option to print a receipt.