### SNOQUALMIE VALLEY SCHOOL DISTRICT

# **ONLINE PAYMENT SITE INSTRUCTIONS**

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# Logging In

https://wa-snoqualmie.intouchreceipting.com/

#### Sign In to Online Payment

#### PARENTS OF SNOQUALMIE VALLEY SCHOOL DISTRICT:

• User name: Your Skyward Parent Access Username

• Password: Password created

 GUEST ONLY INFO: If you do not have a student in the Snoqualmie Valley School District you may create a guest login: CLICK HERE

 Be aware that any purchases made with a guest login will not be assigned to a student.

 CLICK HERE for Online Payment Instructions.

 User Name

Password

Sign in

Password

To create or reset	our online pa	ayment pass	word please C	LICK HERE

If you are still unable to log in after resetting your password, please email onlinepaymenthelp@svsd410.org for further assistance. Any questions regarding your schools items and fee/fines to purchase, please contact your school.

VISA	MasterCard

### **User Name and Password**

Sign in using your Skyward Family Access Username information. If you do not have your parent Skyward Family Access Login, please contact your student's school to obtain one. To create a password, click on the create or reset password link.

# **Purchasing Items**

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

Snoqualm Expect the Best	nie Valley Schools	
Your Family	Contact Us	<mark>⊯</mark> <u>Checkout</u>
	Please click on the customer name you are applying payment to.	
	Student Name	
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Select "Items At Student's School"

Snoqualm Expect the Best	ie Valley Schools		
Your Family		Contact Us	<mark>⊯</mark> <u>Checkout</u>
			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		

# Add available items to your cart.

Your Family		Con	itact Us	<mark></mark>
Shopping for				Search
You are here	District / HIGH SCHOOL / MT. SI HIGH SCHOOL / ASB CARDS			
STUDENTS PARTIC	IPATING IN CLUBS OR SPORTS MUST BUY AN ASB CARD. THE CARD ALSO EVENTS. NO REFUNDS.	ALLOWS F	REE ENTR	Y TO HOME SPORTING
STUDENT ASB 123-456-789	ASB An ASB card must be purchased if your student participates in a sport or activit ASB cards.	1 ty. No refund	55.00 ds on	Buy
	2200-402-98 FOOD SERVICE SALES This item is only available for STUDENT MEAL ACCOUNTS MAKE SURE YO YOUR STUDENT. Thank you for participating in our food service program. You posted to your student's account at 6am, 10am and 12am daily after which you will be updated. If you have questions about your student's account, account u please contact the food services department at (425) 831-8009.	1 U HAVE SE ur deposit w ur student's isage or oth	0.00 ELECTED ill be account er issues,	Buy

Review your cart at any time by clicking on the "checkout" link at the top right of the screen.

Your Family		<u>Con</u>	<u>tact Us</u> <mark>⊯ Ch</mark>	eckout 1
Your Cart				
Customer	Item		Price	
	FOOD SERVICE SALES		\$50.00	Remove
		Subtotal	\$50.00	
		Tax (0.00%)	\$0.00	
		Convenience Fee	\$1.00	
		Total	\$51.00	
* Important notice: you may be charg	ed a convenience fee for your online purchase.		Continue Shopping	Checkout

- 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 the "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	🛒 <u>Checkout</u> 🚺
First Name	First Name	Summary		
Last Name	Last Name	Customer	Item	Price
Credit Card #	Credit Card #		ASB	\$55.00
		J	Subtotal	\$55.00
	VISA MasterCare		Tax (0.00%)	\$0.00
Expiration	01 🔹 2016 💌		Convenience Fee	\$1.10
Card Security Code	CVV		Total	\$56.10
Street Address	Street Address	)		
Zip Code	Zip Code			
	Pay Now			

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

Input billing information

• Cards accepted – Visa, Mastercard

The CVV code is the three –digit code located after the credit card number on the signature strip of Visa & Mastercard.

Your credit card will be charged after clicking "Pay Now"

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

# **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.

Snoqualm Expect the Best	ie Valley Schools			
Your Family			Contact Us	<mark></mark>
				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			
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Similarly, by selecting "Purchase History" you can access a listing of all purchases for that student.

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# **Fines and Fees**

You can pay for outstanding fines and/or fees by selecting "PayFines/Fines." 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 student's school bookkeeper (see "Contact Information").

# FAQ's

Do I have to purchase online?

• No. You can pay at the school building during normal business hours. Please contact the bookkeeper to determine business hours for your school (see "Contact Information" below).

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. Please make sure to click on your students name to attach the item being purchased.

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 student's school to request a refund (see "Contact Information" below).

How do I apply money on my student's food account?

• Select the student name you wish to add money to. Then select "Food Payments" under the category selection.

Why hasn't my student's food account balance been updated after I make a payment?

- Make sure you have selected the student you wish to apply the payment to. If you click on your own name, the payment will not be applied to the correct account.
- Food accounts are updated three times per day; 6am, 10am and midnight.

My login/password will not work but I'm able to log into Skyward Family Access?

• If you are unable to log into the online payment system, click on the link to reset your password.

# **Contact Information**

Questions? Please contact the bookkeeper/secretary for your school:

### Mount Si High School

Libby Phillips phillipsl@svsd410.org (425) 831-8105

Keri Wheeler wheelerk@svsd410.org (425) 831-8212

### Twin Falls Middle School

Katy Wada wadak@svsd410.org (425) 831-4149

### Fall City Elementary

Jennie Uhles uhlesj@svsd410.org (425) 831-4001

#### Timber Ridge Elementary

Lindsay Logsdon logsdonl@svsd410.org (425) 831-3824

### North Bend Elementary

Sue Berhold berholds@svsd410.org (425) 831-8399

### Two Rivers

Maria Kritsonis kritsonisk@svsd410.org (425) 831-4200

### **Chief Kanim Middle School**

Cheri Enevold <u>enevoldc@svsd410.org</u> (425) 831-8227

### Cascade View Elementary

Bernice Sprigings sprigingsb@svsd410.org (425) 831-4102

#### **Snoqualmie Elementary**

Shannon Smith smiths@svsd410.org (425) 831-8049

#### **Opstad Elementary**

Lori Eubank eubankl@svsd410.org (425) 831-8311