# **Payment Portal Instructions**

The Portal is used to make payments or submit low-income fee waivers for those who elect to participate in the Device Damage and Loss Protection Program. You do not need to enter any info via the Portal if you declined to participate (done in the Consent Form in ParentSquare).

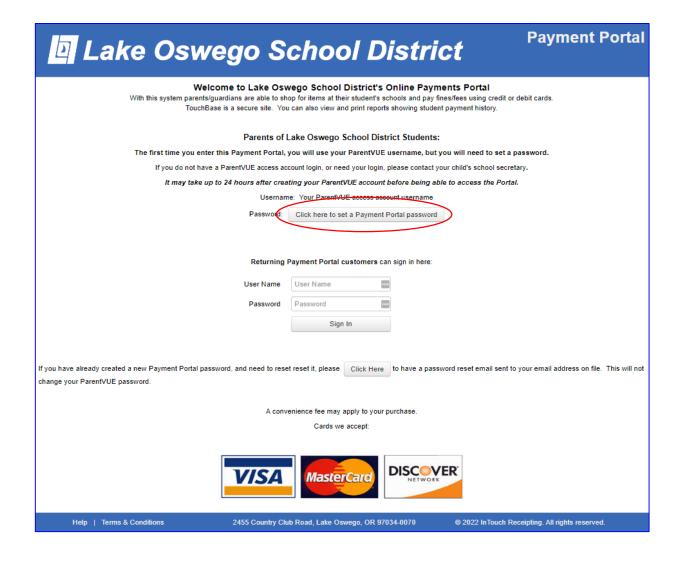
You can access the InTouch Payment Portal by clicking on the link in your ParentSquare communication; or type <a href="https://or-lakeoswego.intouchreceipting.com">https://or-lakeoswego.intouchreceipting.com</a> directly into your browser.

#### Accessing the Online Payment System for the first time:

To access the Online Payment System, you will need an active ParentVUE account.

- If you do not have a ParentVUE account, contact your school for an Activation Key code.
- Once the ParentVUE account is created, it may take up to 24 hours for the Online Payment System
  account to be activated.

The first time you enter the Payment Portal, you will use your ParentVUE username, but you will need to set a password, as these are separate systems. We suggest you set the same password as you use for ParentVUE.



Enter your ParentVUE username, or the email address that is used for your ParentVUE account, and then check your email for next steps.



#### Return to the Portal to log in.

1. Once you are logged into the Portal with your ParentVUE username and portal password, select the student.



2. Select "Items at Student's School"

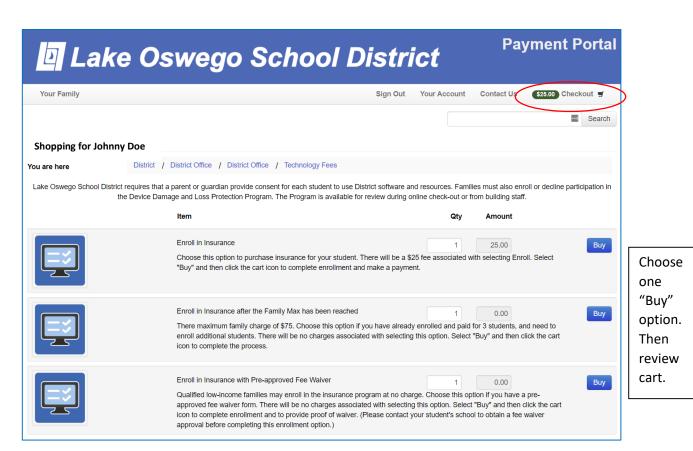


3. Select Technology Fees



4. Select ONE "Buy" option. NOTE: Once you click the BUY button, the item will be added to the cart. If you try to click an item again, an error message will appear. If one of the \$0 options is chosen, it will look like there is nothing in the cart because the total will still be \$0.

Once a "Buy" option is selected, you must click on the cart to check out. You will not be automatically directed there.



5. Review the cart. If the wrong option is in the cart, click remove.

If you need to add more students, click on "Your Family" and select the next student to add another item to the cart.

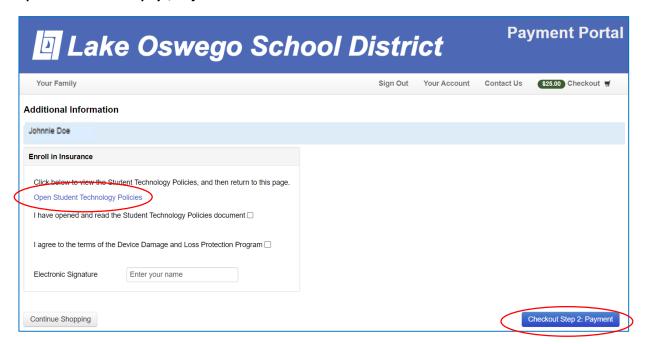
Once you do a final review of your cart, click on "Checkout Step 1: Additional Info".



6. Depending on the option you chose, you will see 1 of the 3 following options.

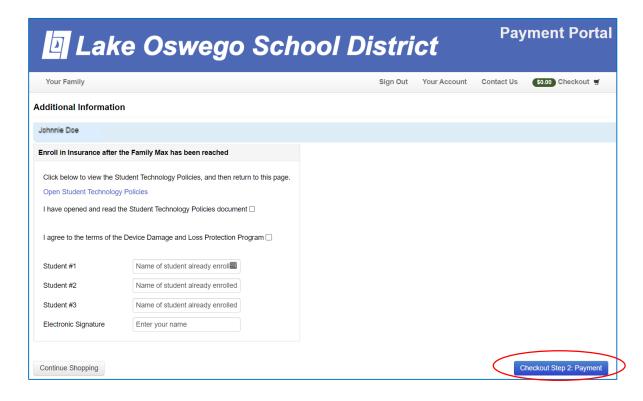
For each option, click on the link to open and review the Student Technology Policies, and after reviewing, close the window to return to the Payment Portal.

Option 1: Enroll and pay \$25 for Insurance



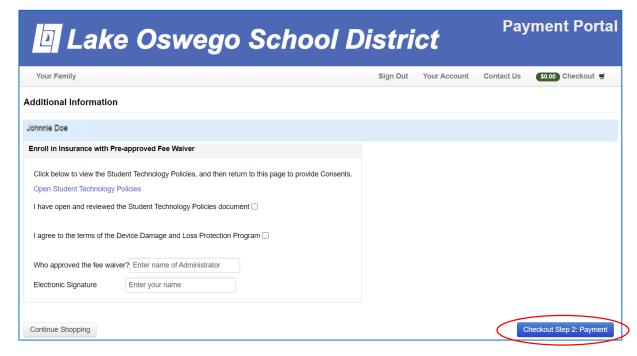
Option 2: Enroll Student - Family Max Reached (You've already paid for 3 students).

Note: Enter the names of the 3 paid siblings.



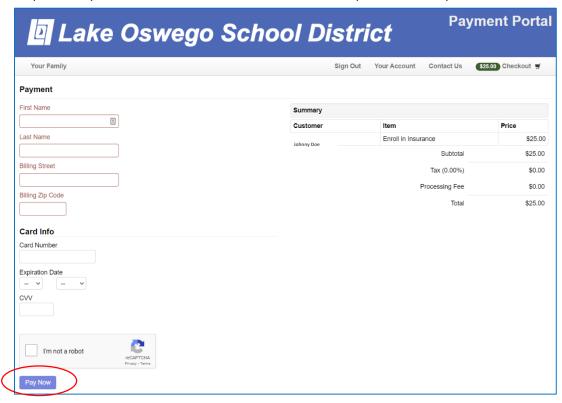
#### Option 3: Enroll Student with pre-approved low-income waiver

**Note:** If the low-income Fee waiver option is selected, you will be required to enter the name of the Administrator who approved the waiver. If you need to apply for a Fee Waiver, please contact your student's school.



### 7a. If paid insurance is selected, a payment information screen will appear.

Enter the required information, check the "I'm not a robot" box, and then click the "Pay Now" button to complete the process. Please note: InTouch does not accept American Express.



7b. If only \$0 options are selected, a Complete button will appear. Click on the button to finish.



You will receive an email confirmation with your selection(s).

## **Need Help?**

If you need assistance with ParentVUE (activating account, locked out of account, etc.) or would like to request a Fee Waiver, please contact your student's school.

If you need assistance with the InTouch Payment Portal, please enter a Technical Work Order at https://helpdesk.loswego.k12.or.us