

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 <https://or-lakeoswego.intouchrecepting.com> 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.

 **Lake Oswego School District**

Payment Portal

Welcome to Lake Oswego School District's Online Payments Portal

With this system parents/guardians are able to shop for items at their student's schools and pay fines/fees using credit or debit cards. TouchBase is a secure site. You can also view and print reports showing student payment history.

Parents of Lake Oswego School District Students:

The first time you enter this Payment Portal, you will use your ParentVUE username, but you will need to set a password.

If you do not have a ParentVUE access account login, or need your login, please contact your child's school secretary.

It may take up to 24 hours after creating your ParentVUE account before being able to access the Portal.

Username: Your ParentVUE ~~access account~~ username

Password: [Click here to set a Payment Portal password](#)

Returning Payment Portal customers can sign in here:

User Name

Password

If you have already created a new Payment Portal password, and need to reset it, please to have a password reset email sent to your email address on file. This will not change your ParentVUE password.

A convenience fee may apply to your purchase.

Cards we accept:



Help | [Terms & Conditions](#)

2455 Country Club Road, Lake Oswego, OR 97034-0070

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

The screenshot shows the 'Identify Your Account' section of the Payment Portal. It includes a green banner with an email icon and the text 'Check your email inbox for additional instructions.' Below this, a message states: 'To reset your password, please identify your account by email address or username.' There are two input fields: 'Email Address' and 'Username'. The 'Username' field contains the text 'Johndoe11'. At the bottom right of the form are 'Cancel' and 'Search' buttons.

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.

This screenshot shows the 'Who are you shopping for?' section. It displays a list of three students in a table-like format. The first student, 'Johnny Doe', is circled in red. The table has columns for the student's name, their role (all are 'District Office'), and their grade ('Grade 07' for Johnny Doe, 'Grade 03' for Julie Doe and John Doe).

Who are you shopping for?
Johnny Doe
District Office
Grade 07
Julie Doe
District Office
Grade 03
John Doe

2. Select "Items at Student's School"

This screenshot shows the 'Johnny Doe' selection page. At the top, there is a search bar with the text 'Johnny Doe' and a 'Search' button. Below the search bar, there are two main sections: 'Shop' and 'Reports'. In the 'Shop' section, the option 'Items At Student's School' is circled in red. The 'Reports' section lists several options: 'Purchase History', 'Reprint Receipts', 'Unpaid Fines/Fees', and 'On Account History'.




3. Select Technology Fees

The screenshot shows the 'Lake Oswego School District' Payment Portal. The header includes the district logo and name, and the 'Payment Portal' text. Below the header, there are navigation links: 'Your Family', 'Sign Out', 'Your Account', 'Contact Us', and 'Checkout'. A search bar is located on the right. The main content area is titled 'Shopping for Johnny Doe'. Under 'You are here', the breadcrumb trail is 'District / District Office / District Office'. Under 'Categories', 'Laptop Lottery' and 'Technology Fees' are listed, with 'Technology Fees' circled in red. A message at the bottom says 'Please select from the category above.'

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.

The screenshot shows the 'Lake Oswego School District' Payment Portal. The header includes the district logo and name, and the 'Payment Portal' text. Below the header, there are navigation links: 'Your Family', 'Sign Out', 'Your Account', 'Contact Us', and 'Checkout'. A search bar is located on the right. The main content area is titled 'Shopping for Johnny Doe'. Under 'You are here', the breadcrumb trail is 'District / District Office / District Office / Technology Fees'. A message states: 'Lake Oswego School District requires that a parent or guardian provide consent for each student to use District software and resources. Families must also enroll or decline participation in the Device Damage and Loss Protection Program. The Program is available for review during online check-out or from building staff.' Below this, there is a table with three columns: 'Item', 'Qty', and 'Amount'. The table lists three items, each with a 'Buy' button. The first item is 'Enroll in Insurance' with a quantity of 1 and an amount of \$25.00. The second item is 'Enroll in Insurance after the Family Max has been reached' with a quantity of 1 and an amount of \$0.00. The third item is 'Enroll in Insurance with Pre-approved Fee Waiver' with a quantity of 1 and an amount of \$0.00. A red circle highlights the '\$25.00 Checkout' button in the top right corner.

Item	Qty	Amount
 Enroll in Insurance Choose this option to purchase insurance for your student. There will be a \$25 fee associated with selecting Enroll. Select "Buy" and then click the cart icon to complete enrollment and make a payment.	1	25.00
 Enroll in Insurance after the Family Max has been reached There maximum family charge of \$75. Choose this option if you have already enrolled and paid for 3 students, and need to enroll additional students. There will be no charges associated with selecting this option. Select "Buy" and then click the cart icon to complete the process.	1	0.00
 Enroll in Insurance with Pre-approved Fee Waiver Qualified low-income families may enroll in the insurance program at no charge. Choose this option if you have a pre-approved fee waiver form. There will be no charges associated with selecting this option. Select "Buy" and then click the cart icon to complete enrollment and to provide proof of waiver. (Please contact your student's school to obtain a fee waiver approval before completing this enrollment option.)	1	0.00

Choose one “Buy” option. Then review cart.

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”.

Lake Oswego School District Payment Portal

[Your Family](#) [Sign Out](#) [Your Account](#) [Contact Us](#) **\$25.00** Checkout

Your Cart

Customer	Item	Price
Johnny Doe	Enroll in Insurance	\$25.00

[Remove](#)

Subtotal	\$25.00
Tax (0.00%)	\$0.00
Processing Fee	\$0.00
Total	\$25.00

[Continue Shopping](#) [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

Lake Oswego School District Payment Portal

[Your Family](#) [Sign Out](#) [Your Account](#) [Contact Us](#) **\$25.00** Checkout

Additional Information

Johnnie Doe

Enroll in Insurance

Click ~~below~~ to view the Student Technology Policies, and then return to this page.

[Open Student Technology Policies](#)

I have opened and read the Student Technology Policies document ☐

I agree to the terms of the Device Damage and Loss Protection Program ☐

Electronic Signature

[Continue Shopping](#) [Checkout Step 2: Payment](#)

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

Note: Enter the names of the 3 paid siblings.

 **Lake Oswego School District**

Payment Portal

Your Family

Sign OutYour AccountContact Us\$0.00Checkout

Additional Information

Johnnie Doe

Enroll in Insurance after the Family Max has been reached

Click below to view the Student Technology Policies, and then return to this page.

[Open Student Technology Policies](#)

I have opened and read the Student Technology Policies document ☐

I agree to the terms of the Device Damage and Loss Protection Program ☐

Student #1

Student #2

Student #3


Electronic Signature

Continue Shopping

Checkout Step 2: Payment

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.

 **Lake Oswego School District**

Payment Portal

Your Family

Sign OutYour AccountContact Us\$0.00Checkout

Additional Information

Johnnie Doe

Enroll in Insurance with Pre-approved Fee Waiver

Click below to view the Student Technology Policies, and then return to this page to provide Consents.

[Open Student Technology Policies](#)

I have open and reviewed the Student Technology Policies document ☐

I agree to the terms of the Device Damage and Loss Protection Program ☐

Who approved the fee waiver?

Electronic Signature

Continue Shopping

Checkout Step 2: Payment

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.

The screenshot shows the Lake Oswego School District Payment Portal. The header includes the district logo and name, and the page title "Payment Portal". The navigation bar shows "Your Family", "Sign Out", "Your Account", "Contact Us", and a checkout button with "\$25.00". The main content area is divided into two sections: "Payment" and "Summary".

Payment Section:

- First Name:
- Last Name:
- Billing Street:
- Billing Zip Code:
- Card Info:
 - Card Number:
 - Expiration Date:
 - CVV:
- ☐ I'm not a robot (reCAPTCHA)
- Pay Now** (button circled in red)

Summary Section:

Customer	Item	Price
Johnny Doe	Enroll in Insurance	\$25.00
	Subtotal	\$25.00
	Tax (0.00%)	\$0.00
	Processing Fee	\$0.00
	Total	\$25.00

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

The screenshot shows the Lake Oswego School District Payment Portal. The header includes the district logo and name, and the page title "Payment Portal". The navigation bar shows "Your Family", "Sign Out", "Your Account", "Contact Us", and a checkout button with "\$0.00". The main content area is divided into two sections: "Payment" and "Summary".

Payment Section:

- Complete** (button circled in red)

Summary Section:

Customer	Item	Price
	Subtotal	\$0.00
	Tax (0.00%)	\$0.00
	Processing Fee	\$0.00
	Total	\$0.00

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>