

# ONLINE LUNCH PAYMENT SYSTEM

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



Dear Parents & Guardians,

Welcome! You may use your VISA, MasterCard or the Discover Card for your online purchases.

Your TouchBase **User Name** is the same log-in you use for Family Access. Unless you have changed it, your Skyward Family Access username is the first 5 characters of your Last Name plus first 3 characters of your First Name plus unique 3 digit numeric all in UPPERCASE (Example: John Smith would be SMITHJOH000. If your Last Name is shorter than 5 characters add spaces between Last and First name MICHAEL CHO would be CHO MIC000 with two spaces between O and M). **Passwords** are case sensitive.

Please always purchase STUDENT ITEMS against your Student's Name. This creates a record of items purchased under their name. You can review this at any time by logging in and selecting Report. Guest accounts WILL NOT allow you access to your student's information.

For your security, the District has provided a portal where you can change your password. The reset instructions will be emailed to the email on record in Family Access. Please keep in mind that if you change it in the online payment system it will no longer be the same as Family Access.

There is a \$1.50 convenience fee attached to online purchases except for Food Service payments and donations. You may charge items to multiple students but only have one \$1.50 fee. Neither the District nor the online payment system keeps or stores your credit card information.

PLEASE REMEMBER TO PRINT YOUR RECEIPT.....

If you have any questions, please call the District Accounting office at 206-393-4101.