InTouch Online Payments Portal Instructions

Payment for Fees Assessed to Student's InTouch Account

Website address: https://intouch.dentonisd.org

Step 1—Set up an account if a first time user to this portal. Click the "Click here to set your **NEW** Online Payments Portal password" button and then follow the instructions on the screen. (Returning users skip to step 2.)

Step 2—Log into the portal with your user name and password. Your user name will be either the email address you have on file with the district or the Student ID number. If you need to reset your password, follow the instructions as noted on the screen.

Step 3—Select the person you would like to shop for from the list on the screen. (If you do not see the student's name on the screen, please see the note at the bottom of page 2.)

Step 4—Click the Red "View" button.

Attention: ▮▮▮▮ has $50.00 in unpaid fines/fees.   [View]   → Click here

Shop / Donate

[Items / Donations At Student's School]

[Items / Donations At Any DISD School]

[Pay Fines/Fees]

Step 5—Click the box or boxes to pay the fee or fine and then click on the "Pay Selected Fines/Fees" button.

Fines / Fees for ▮▮▮▮

You must complete the checkout process for all **fines** before optional items will be available for purchase.

First Click →

Type	Date	Item	Memo		Amount Due	Pay
Fee	▮▮▮	▮▮▮▮		View	$▮▮	☐
Fee	▮▮▮	▮▮▮▮		View	$▮▮	☐

Second Click →   [Pay Selected Fines/Fees]

Step 6—If everything appears correct in your cart, click the "Checkout" button.

Your Cart

Customer	Item	Price	
▮▮▮	▮▮▮	$▮▮	[Remove]
▮▮▮	▮▮▮	$▮▮	[Remove]

Subtotal $▮▮
Tax (0.00%) $▮▮
Processing Fee $0.00
Total $▮▮   Click here

[Continue Shopping]   [Checkout] ↓

Step 7—Enter payment information and click the "Pay Now" button.

[Pay Now]   → Click here

Step 8—If you would like to view your receipt, click the My Family or Home link in the upper left hand corner of your screen. Select the student's name. Click on the "Purchase History" button or the "Reprint Receipts" button to view your transaction.

Note: If you are unable to sign in or see your student's name in the Online Payments Portal, please send an email to **InTouchAdministrator@dentonisd.org** with an explanation of the issue, the student's name, and the student's ID number.

Emails sent to **InTouchAdministrator@dentonisd.org** are read and answered during regular district office hours.