

SKIP THE LINE & PAY ONLINE!



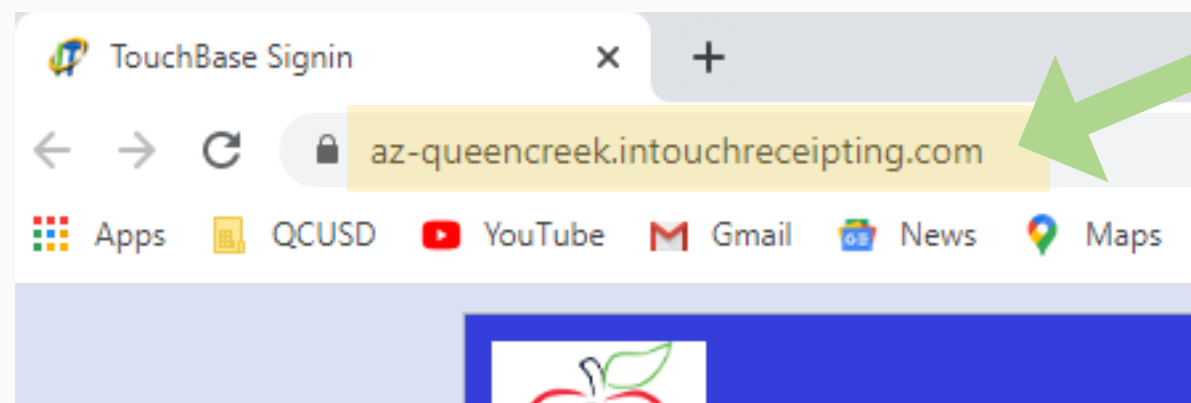
A step by step tutorial on how to utilize
our online payment portal.



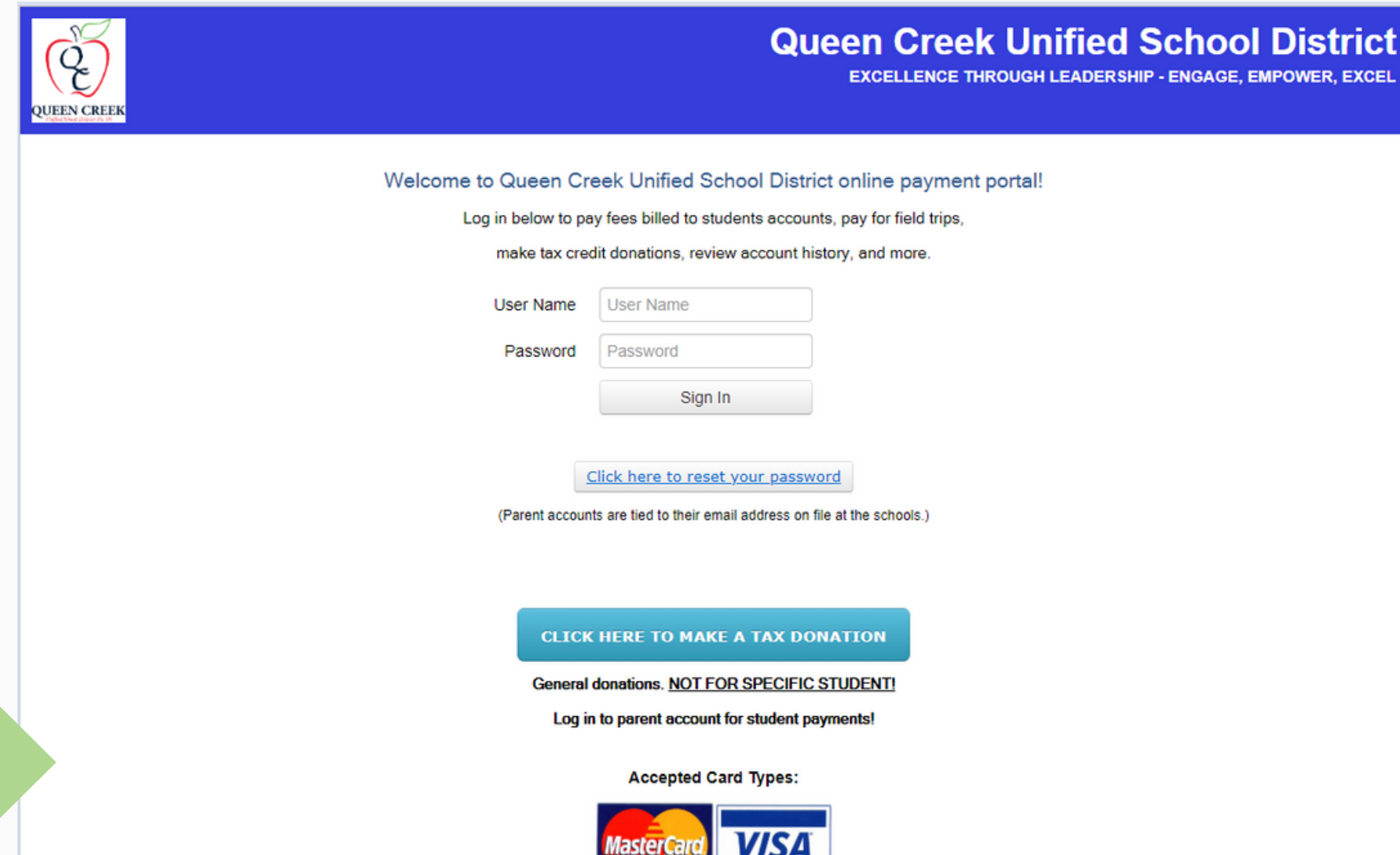
STEP 1

Begin by navigating to
az-queencreek.intouchrecepting.com

A direct link can be found on the qcusd.org site as well as the high school websites under "Bookstore."



The home page of the payment portal should look like this



STEP 2



Enter your username and password then proceed to Step 4. If you are not sure what your username or password is click the link to reset your password.

Welcome to Queen Creek Unified School District online payment portal!

Log in below to pay fees billed to students accounts, pay for field trips, make tax credit donations, review account history, and more.

User Name

Password

[Click here to reset your password](#)

*(Parent accounts are tied to their email address on file at the schools.)

*To retrieve your login info, you must use your email address on file with the school.



STEP 3



Enter your email address on file with the school. If you have trouble please call either the school's front office or their bookstore representative.

Identify Your Account

To reset your password, please identify your account by **email address** or **username**.

Email Address

OR

Username **

Cancel Search

The screenshot shows a web form titled "Identify Your Account". It contains two input fields: "Email Address" and "Username **". A green arrow points to the "Email Address" field, and another green arrow points to the "Search" button. The "Search" button is highlighted with a yellow border. The "Cancel" button is also visible next to it.

**Username's are your Adult ID, which can be found in ParentVUE, with a "p" in front (ex: p12345). Remember your Adult ID is different from your ParentVUE username.




STEP 4



Select the student you would like to make payments towards.

Who are you shopping for?
Click on the student's name that you are paying fees for.

Eastmark High School	Mary [REDACTED]	Grade 09
Eastmark High School	Grace [REDACTED]	Grade 09
	*** Christina [REDACTED]	

A large green arrow points from the left towards the first row of the table, specifically highlighting the name 'Mary'.

***Only Select to "Shop" for yourself if you are paying to chaperone a field trip, should you have questions on if you should pay for something under your own name, ask the front office or your bookstore representative.



STEP 5



If you have any current or overdue fees select "view" to add to your cart.

Mary [Redacted]

Attention: Mary has 20.00 in unpaid fines/fees. [View](#)

Shop

- Items At Student's School
- Items At All Schools
- Pay Fines/Fees

Reports

- Purchase History
- Reprint Receipts
- Unpaid Fines/Fees
- On Account History

Utilize the "Shop" section to pay for upcoming fees or to pay for field trips, yearbooks, athletic fees, tax credit donations, etc.

Utilize the "Reports" section to print receipts or view your payment history.



STEP 6

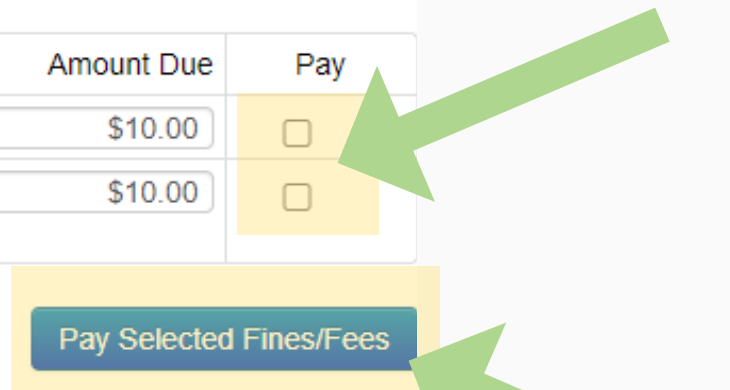
Select the fees in order to add them to your cart.

Fines / Fees for Mary [Redacted]

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

Type	Date	Item	Memo		Amount Due	Pay
Fine	7/10/2019	SPANISH I, SEM 2 CLASS FEE		View	<input type="text" value="\$10.00"/>	<input type="checkbox"/>
Fine	7/18/2019	INTRO TO LEADERSHIP CLASS FEE, SEMESTER 2		View	<input type="text" value="\$10.00"/>	<input type="checkbox"/>

[Pay Selected Fines/Fees](#)




STEP 7

Review your cart and proceed to either Checkout or Continue Shopping.

Your Cart

Customer	Item	Price	
Mary [Redacted]	SPANISH I, SEM 2 CLASS FEE	\$10.00	Remove
Mary [Redacted]	INTRO TO LEADERSHIP CLASS FEE, SEMESTER 2	\$10.00	Remove
Subtotal		\$20.00	
Tax (0.00%)		\$0.00	
Processing Fee		\$1.00	
Total		\$21.00	

[Continue Shopping](#) [Checkout](#)



THANK YOU!

Please contact your front office or
your bookstore representative
should you have further questions
or concerns!

