

# Getting Started

- Open the TouchBase webpage – <https://touchbase.bsd405.org/> and select one of the following options -
  - Each registered student has a web account.
  - The User Name is the Student's ID
  - The Password is the student's last name.
  - Passwords are case sensitive.
  - If you have forgotten your login information please send an email to [posalerts@bsd405.org](mailto:posalerts@bsd405.org).



## Welcome to Our Online Payment Site - No Transaction Fees!

ASB fees, Sport fees, Class fees, Donations, Fines, etc.

**User Name:** your student id number (example: 012345)

**Password:** your last name Proper Case (example: Smith)

User Name

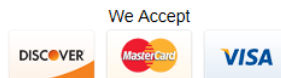
Password

For guest user please click [here](#)

Click [here](#) for the Parent's getting Started Guide

Need help? Contact [posalerts@bsd405.org](mailto:posalerts@bsd405.org)

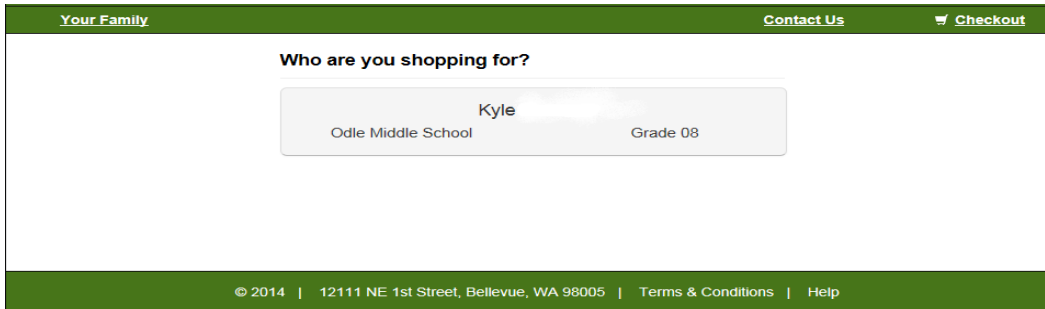
This site is compatible with Chrome, Firefox and Internet Explorer version 9. If you are using Internet Explorer version 10 or higher – Internet Explorer **MUST** be in compatibility mode. To do this go to tools, compatibility view settings, copy the website address and add it to the list.



If you have any questions please send an email to [posalerts@bsd405.org](mailto:posalerts@bsd405.org)

# Getting Started

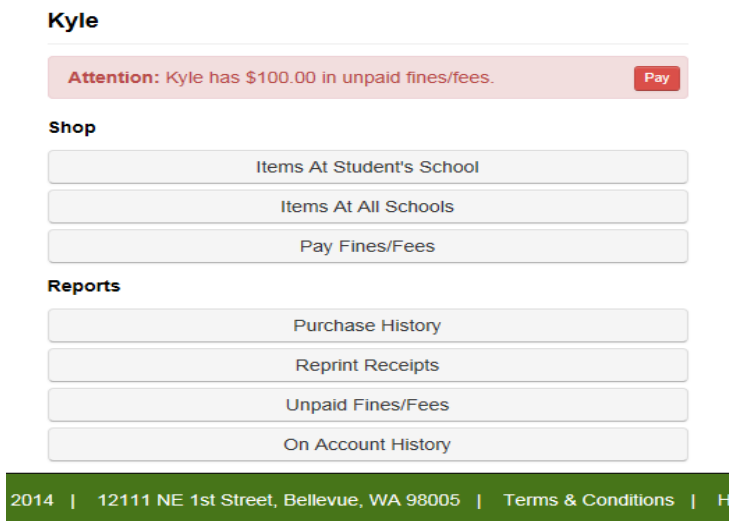
- Once logged in you will see the student(s) listed that this login is associated with. To view transactions/fines/items specific to a student, click on their name.



- Clicking on “Your Family” will bring you back to the list of students associated with this account.
- Clicking on “Contact Us” will show the email address of the support staff [posalerts@bsd405.org](mailto:posalerts@bsd405.org)
- Clicking on “Checkout” will take you to the check out page.

## Select your student

- This area will display items related to this student.
  - Shop
    - Any active Fees or Fines will be displayed here
    - “Items At Student’s School” will open the area for items for sale at this students school
    - “Items At All Schools” will open items that are available for purchase at other school location open for anyone to purchase
    - “Pay Fines/Fees” area will display specifics on Fines/Fees
  - Reports- these are to view details related to this student.



If you have any questions please send an email to [posalerts@bsd405.org](mailto:posalerts@bsd405.org)

# Getting Started

## SHOP

- **“Items At Student’s School”**

- When looking for a specific item the “Search” can be used. Enter some text and hit “Search”. A list of items available to this student for purchasing that match in part to the search criteria will be listed as available to purchase

Shopping for Kyle

- You are here – Identifies the school that the categories/items are associated with.
- Categories – Lists the categories that items are grouped under for this school.

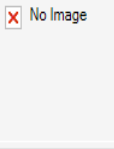
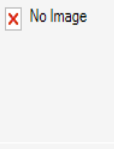
Shopping for Kyle

This identifies that the purchase of the selected item will be associated with this student.

You are here [District](#) / [Middle School](#) / [Odle Middle School](#) / [Donation](#)

This identifies that the items displayed are from the Odle Middle School Donation area

Donation Items

Item	Qty	Amount	
 Camp Donations. Any dollar amount would be appreciated! If your student had a awesome time at Camp Orkila, please consider making a donation to help make camp a possibility for all our 6th grade students. Donations are eligible for company matching.	1	0.00	<input type="button" value="Buy"/>
 Emergency Preparedness Donation Optional per child fee to keep the school emergency supplies up to date in case of an earthquake or disaster.	1	10.00	<input type="button" value="Buy"/>

Set a quantity if something other than 1. The amount is either a set amount or it displays as zero for the user to enter the amount to pay. Select Buy to add item to CART.

- Click on a category to see the items listed within it.
- Set the quantity to purchase and amount to be paid if applicable and click “Buy”
- The Checkout area will display the number of items in the “Cart”

Contact Us  1

- **“Items at All Schools”** is an area to view items available for purchase at other sites whether or not your student is associated with that school.

If you have any questions please send an email to [posalerts@bsd405.org](mailto:posalerts@bsd405.org)

# Getting Started

- Click on the options to see what is available to purchase at sites that this student is not associated with

## Shopping for Kyle

You are here [District](#)

School Type [6-12 International](#) | [Elementary](#) | [High School](#) | [Middle School](#)

There are no items in this category.

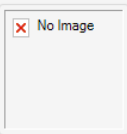
- The “You are Here” will display the location and category of the items being displayed that are available for purchase.

### Shopping for Kyle

Search

You are here [District](#) / [High School](#) / [Bellevue High School](#) / [Misc](#)

This area will display what location/category this item is associated with.

Item	Qty	Amount
 ASB - Booster Club donations	1	0.00

[Buy](#)

- “Pay Fines/Fees” is an area to see all pending fines and fines assigned to this student. If an item is not available for purchase because the student has a fine, the fine must be paid for before the item will become available.
  - Select the fines and/or fee to be paid and select “Pay Selected Fines/Fees”

## Fines / Fees for Kyle

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

	Type	Item Desc	Total	Memo	Date	Select
<a href="#">View Details</a>	Fine	BSD Parking Fees 2013/2014	\$100.00		3/13/2014	<input checked="" type="checkbox"/>

[Pay Selected Fines/Fees](#)

- When selecting “Pay Selected Fines/Fees” the Checkout page will be displayed. If more shopping is needed Click on “Your Family” to re-select the student and add more items to the cart.

[Your Family](#) [Contact Us](#) [Checkout](#) 2

Your Cart

If you have any questions please send an email to [posalerts@bsd405.org](mailto:posalerts@bsd405.org)

# Getting Started

## CHECKOUT

- Click on “Checkout” to complete the transaction
  - To remove an item click on the “Remove” button.
  - To add more items to the basket click on the “Continue Shopping” button.
  - To continue with the checkout process click the “Checkout” button.
  - The district does not keep or store any credit card information.

**BELLEVUE SCHOOL DISTRICT #405**  
... Great by any Measure!

Your Family Contact Us Checkout 2

**Payment**

First Name   
Last Name   
Credit Card #   
Expiration 01 2014  
Card Security Code   
Street Address   
Zip Code   
**Pay Now**

To ensure the security of your payment information your card information is not saved.

© 2014 | 12111 NE 1st Street, Bellevue, WA 98005 | Terms & Conditions | Help

Customer	Item	Price
Kyle	ASB Membership	\$10.00
Kyle	Yearbook	\$25.00
Subtotal		\$35.00
Tax (0.00%)		\$0.00
Convenience Fee		\$0.00
Total		\$35.00

- Enter the Payment information and click the “Pay Now” button to complete the transaction.
- Once the transaction is complete a receipt will display
  - The receipt can be printed immediately or it can be looked up later.

Please print this receipt for your records.

Receipt

Bellevue School District  
12111 NE 1st St  
Bellevue, WA 98005

ODLE MIDDLE SCHOOL  
14401 NE 8th St  
Bellevue, WA 98007

Kyle

Customer #: 184119      Receipt #: 548828      Clerk: HDBaker HDBaker  
Date: 3/19/2014 8:12 PM      Manual Receipt:      Terminal: 1

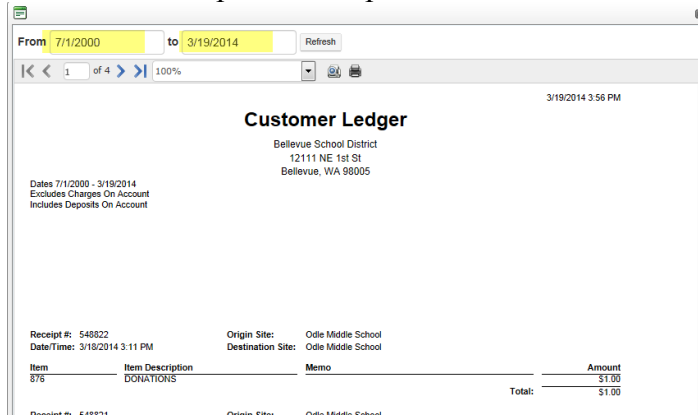
Qty	Item	Price
1	100Z ASB Membership	10.00
1	107A Yearbook	25.00
SubTotal:		35.00
Tax:		0.00
Total:		35.00

If you have any questions please send an email to [posalerts@bsd405.org](mailto:posalerts@bsd405.org)

# Getting Started

## REPORTS

- **“Purchase History”** this report shows the history of purchases for this student. The Date range can be set to pull up purchases within a specific date range. Clicking **“Refresh”** will update the report view.

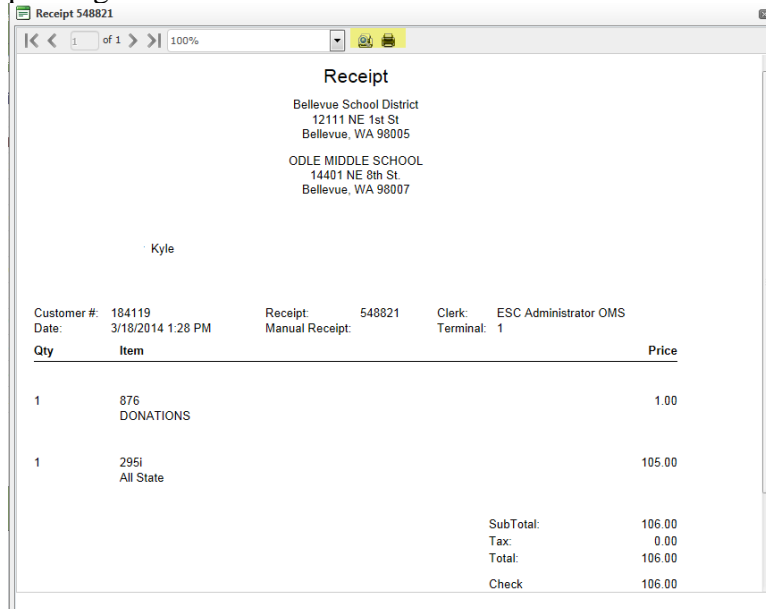


- **“Reprint Receipts”** will bring up a list of receipts associated with this student.
  - Selecting **“View”** will show the details of the selected receipt.

### Receipts for Kyle

Receipt #	Date	Total	
548822	3/18/2014 3:11:00 PM	1.00	<a href="#">View</a>
548821	3/18/2014 1:28:00 PM	106.00	<a href="#">View</a>
548820	3/18/2014 1:23:00 PM	10.00	<a href="#">View</a>
548817	3/17/2014 3:16:00 PM	65.00	<a href="#">View</a>
548816	3/17/2014 3:16:00 PM	10.00	<a href="#">View</a>
548815	3/17/2014 3:15:00 PM	29.00	<a href="#">View</a>
548799	3/13/2014 2:11:00 PM	0.00	<a href="#">View</a>
535155	11/27/2013 9:00:00 AM	17.00	<a href="#">View</a>
513088	8/27/2013 8:34:00 AM	84.00	<a href="#">View</a>
497512	5/21/2013 7:49:00 AM	30.00	<a href="#">View</a>

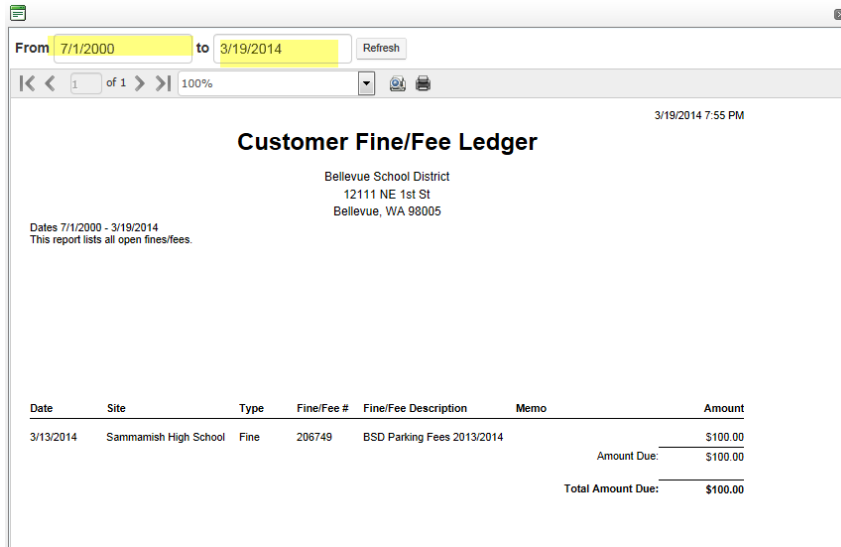
- The report will show the details of the selected receipt and be available for printing



If you have any questions please send an email to [posalerts@bsd405.org](mailto:posalerts@bsd405.org)

## Getting Started

- **“Unpaid Fines/Fees”** this report shows the open fines and/or fees for this student. The Date range can be set to pull up purchases within a specific range. Clicking **“Refresh”** will update the report view.



The screenshot shows a web application interface for a "Customer Fine/Fee Ledger". At the top, there are date selection fields: "From 7/1/2000" and "to 3/19/2014", with a "Refresh" button to the right. Below the date fields is a navigation bar with left and right arrows, a page indicator "1 of 1", and a "100%" zoom level. The main content area has a title "Customer Fine/Fee Ledger" and a timestamp "3/19/2014 7:55 PM". Below the title is the school's address: "Bellevue School District, 12111 NE 1st St, Bellevue, WA 98005". A note states: "Dates 7/1/2000 - 3/19/2014. This report lists all open fines/fees." The data is presented in a table with the following columns: Date, Site, Type, Fine/Fee #, Fine/Fee Description, Memo, and Amount. A single entry is shown for 3/13/2014 at Sammamish High School, Type: Fine, Fine/Fee #: 206749, Description: BSD Parking Fees 2013/2014, with an amount of \$100.00. A summary row shows "Total Amount Due: \$100.00".

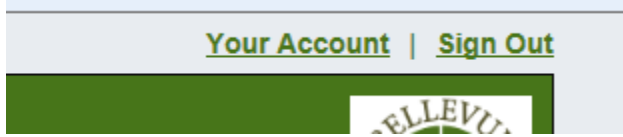
Date	Site	Type	Fine/Fee #	Fine/Fee Description	Memo	Amount
3/13/2014	Sammamish High School	Fine	206749	BSD Parking Fees 2013/2014		\$100.00
						Amount Due: \$100.00
						Total Amount Due: \$100.00

- **“On Account History”** BSD is not currently utilizing this feature.

If you have any questions please send an email to [posalerts@bsd405.org](mailto:posalerts@bsd405.org)

## Getting Started

### YOUR ACCOUNT



In this area you can update your password. All other updates to student specific accounts must be made in the Student system through your student's school registrar.

All contact data will be updated each night via a load of students. Only the change of password will not be overwritten.

Having your contact data including email address up to date on your student's record will ensure that the "Lost Password" functionality can be utilized, otherwise an email must be sent to [posalerts@bsd405.org](mailto:posalerts@bsd405.org) to reset your password.

If you have any questions please send an email to [posalerts@bsd405.org](mailto:posalerts@bsd405.org)

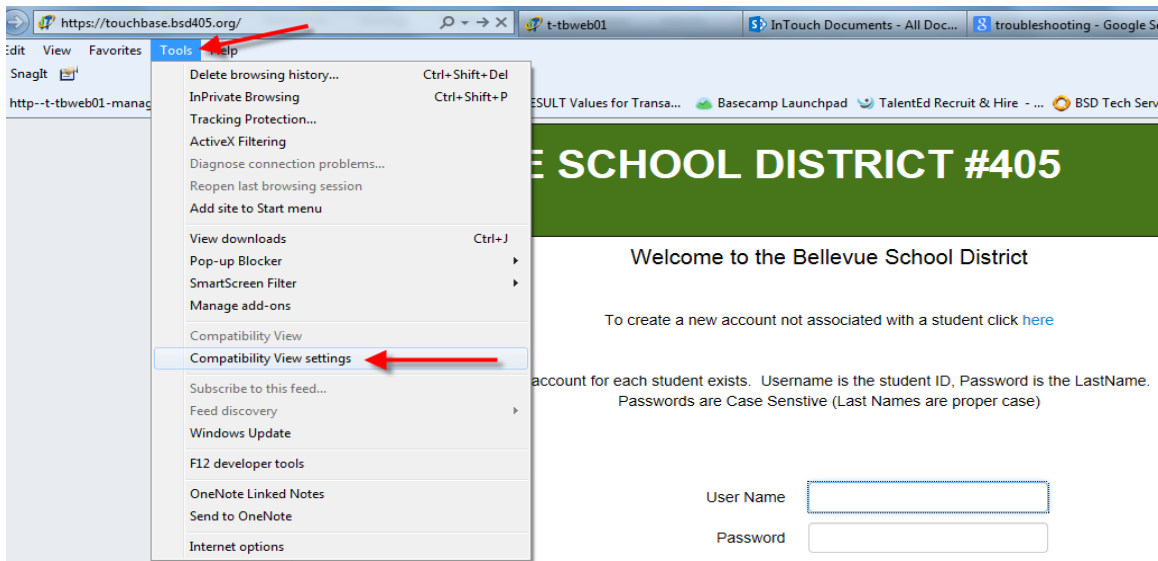


# Getting Started

## TROUBLESHOOTING

If you are experiencing an issue where you are being logged out when you go to checkout or you are noticing that you cannot click on items to purchase, here is how to fix this issue:

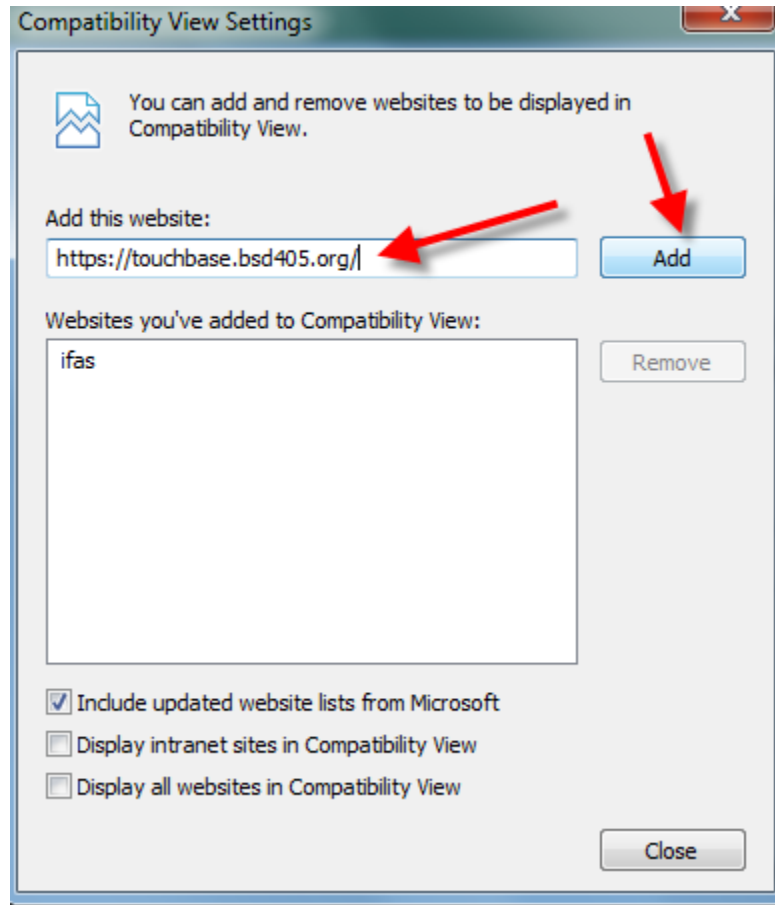
- If you are using IE version 10 or greater for your internet browser, you will need to run it in compatibility mode.
  - When you open internet explorer click on the tools at the top



- Copy the address into the add this website and click add

If you have any questions please send an email to [posalerts@bsd405.org](mailto:posalerts@bsd405.org)

## Getting Started



This should fix the issue.

If you are still experiencing issues, please contact [posalerts@bsd405.org](mailto:posalerts@bsd405.org)

If you have any questions please send an email to [posalerts@bsd405.org](mailto:posalerts@bsd405.org)