

QCUSD Payment Portal Tutorial

1. Navigate to [Queen Creek InTouch Receipting](#) links on Bookstore webpage.
2. If this is your first time using the payment portal please select, "Click here to reset your password."
 - a. Enter the email address you have on file with at the school. From there you should receive directions on how to finish setting up your account.
3. Login with your username & password.
4. Once logged in, you should see all of your students at QCUSD. Select the student you would like to make payments towards.
 - a. Only select your own name if you are paying to chaperone a field trip.
5. Within your student's account:
 - a. If the student has any due/overdue fees a red bar will appear under their name. Select "view" to quickly go directly to them.
 - b. Utilize the "Shop" section to pay for upcoming fees, or to pay for yearbooks, athletic fees, or field trips, tax donations, etc.
 - c. Utilize the "Reports" section to reprint/view receipts or view your entire payment history.
6. Select any fees on the right hand side of the items, then click "Pay Selected Fines/Fees."
7. Review your cart and decide whether you are ready to click "Checkout" or "Continue Shopping."
8. Any further questions or concerns, please contact your school's Bookstore representative. Thank you!