

ONLINE PAYMENTS & PURCHASE HISTORY

From the desk of the Bookkeeper

HOW TO LOG IN

- ⇒ Go to https://phs.psd401.net or directly at https://wa-peninsula.intouchreceipting.com/
- ⇒ From PHS Website—Click on "BOOKKEEPER" and then "PAY THE BOOKKEEPER ONLINE" Bottom left corner of page (bookmark this page for quick future access.)
- ⇒ **DO NOT CREATE A GUEST ACCOUNT** each student already has a log in.

Username: Student ID Number

Password: Student Last Name (ALL CAPS)

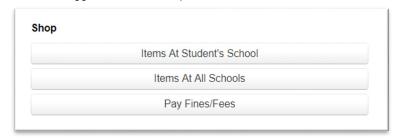
PAY FINES/FEES



- ⇒ Once logged in, click on "View" (red box) to pay fines and fees.
- \Rightarrow Two options:
 - (1) Check the "Pay" box next to the "Amount Due" to pay the whole amount.

ITEM PURCHASES (Not Fines or Fees)

⇒ Once logged in, under "Shop", click on "Items At Student's School.



⇒ From here you will select the category you need.

STUDENT ACTIVITIES/ITEMS | ATHLETICS | CHEER | CLUBS | DONATIONS & FUNDRAISERS | FIELD TRIPS | PIA COURSE FEES | SUMMER SCHOOL | THEATRE TICKETS

Please select from a category above.

⇒ Lastly, select the item you are paying for by clicking on "Buy" and proceed to "Checkout".

CONTACT INFORMATION

When contacting the Bookkeeper, please consider using email as your first method; Candice Bernadelli, <u>bernadellic@psd401.net</u>. Phone - 253-530-4412.