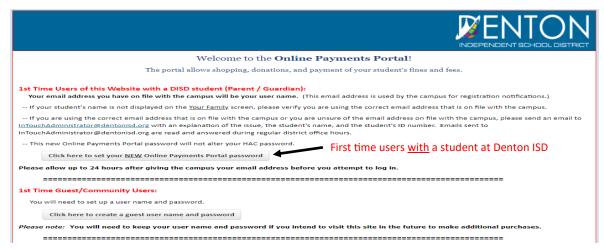
InTouch Online Payments Portal Instructions

Payment for Fees Assessed to Student's InTouch Account

Website address: https://tx-denton.intouchreceipting.com

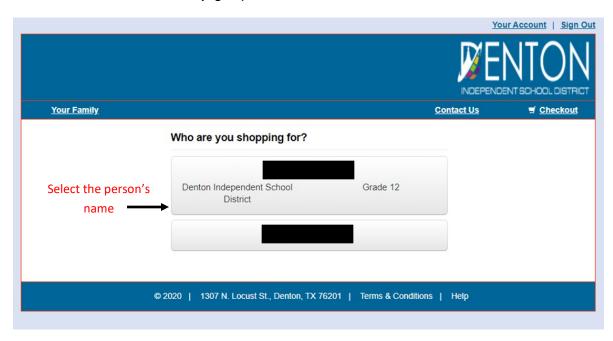
<u>Step 1</u>—Set up an account if a first time user to this portal. Click the "Click here to set your <u>NEW</u> Online Payments Portal password" button and then follow the instructions on the screen. (Returning users skip to step 2.)



<u>Step 2</u>—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.



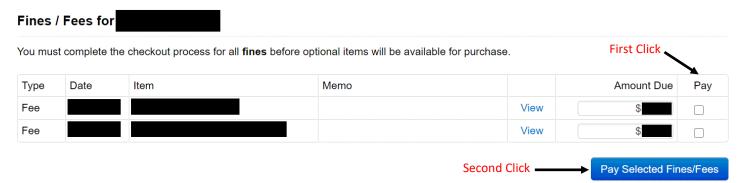
<u>Step 3</u>—Select the person you would like to shop for from the list on the screen. (If you do not see the student's name on the screen, please see the note at the bottom of page 2.)



Step 4—Click the Red "View" button.



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

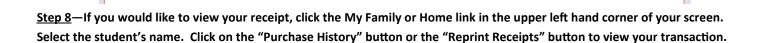


Step 6—If everything appears correct in your cart, click the "Checkout" button.



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

Pay Now



Click here

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.