



Mount Vernon Community School District

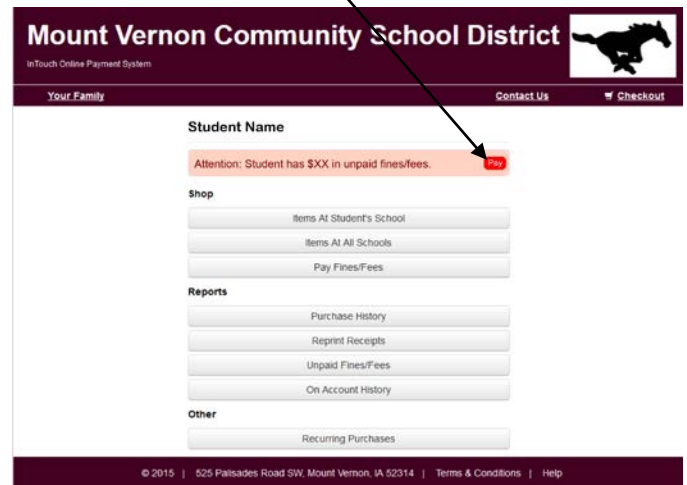


ONLINE PAYMENTS THROUGH INTOUCH

Mount Vernon Community School District provides parents an **easy** and **convenient** way to pay school fees online. Parents may pay with VISA, MasterCard, or Discover credit or debit cards. Our web store accepts payments over the internet 24/7. InTouch, a national processor, allows us to provide a secure site for making payments.

You MUST pay fees for each student individually. If you have 2 or more students in your family, log in for the first student, pay the fees associated with this student, print the receipt (if you so choose) and then log out of the system. **Then, log in using your second student's ID number,** pay fees associated with this student, print your receipt (if you so choose) and then log out. Continue with this process until fees have been paid for all students. Complete instructions for logging into InTouch are below. ****Remember that you cannot use the student ID of a student that has already graduated. They are no longer active in the system.**

- Access the online payment option during the *PowerSchool* eRegistration process on the Fee screen or directly from the home page of the website at www.mountvernon.k12.ia.us, Log Ins, InTouch.
- Log in by entering your student's ID number in the User Name field and enter your student's last name in the Password field (capitalize the first letter only.)
- Click on your student's name.
- In the light red box directly under your student's name, click the "Pay" box. This will allow you to pay textbook/instructional materials fee for this student. Next select any additional fees to be paid or donations to parent groups.
- To add items to your cart, select the blue "BUY" button.
- When all fees are in your shopping cart for **that student**, click "**Checkout.**" Enter all payment information and click the "CHECKOUT" button.
- Your **payment will be processed** and receipt can be viewed and printed.
- **Complete the above steps for EACH of your students.**
- Once you have paid all fees, you are ready to "**Sign Out**" of the InTouch online payment system.



Links for Additional Information:

- Contact Us: Request additional information or ask questions about a payment
- Your Family: Takes you to the home page for **that** student.

If you have questions regarding the InTouch online payment system, contact Amy Weber in the District Office at aheber@mvcasd.org or at (319) 895-8845.