



Mount Vernon Community School District



ONLINE PAYMENTS THROUGH INTOUCH (via PowerSchool)

The InTouch online payment system is available within your parent account in *PowerSchool*. Mount Vernon Community School District provides parents an **easy** and **convenient** way to pay school fees online via *PowerSchool*. 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.

STEPS TO PAY ONLINE:

- Access the online payment option during the *PowerSchool* online Registration process on the Submission screen or directly from the homepage of the website at: <https://mvcsd.powerschool.com/public/>. The steps below can only be done using an internet browser such as Google Chrome, Internet Explorer, Firefox, Microsoft Edge, Safari, Android browser, etc. (computer, tablet) and **CANNOT** be done using the Powerschool Mobile App.
- Use your *PowerSchool* parent login information and then click on the Payments and Purchases button on the left-hand side of the screen.
- Under the Who are you shopping for? question click on a student's name from the list.
- Choose the "Category" Payments & Purchases and add the registration items and add money to your lunch account to your cart, by selecting the blue "BUY" button.
- When all fees are in your shopping cart for **that student**, click "Your Family" in the upper left hand side of the screen. You will then be able to pay registration fees for the next student. Once you have added all of the registration fees, unpaid fines/fees, and optional items, click "**Checkout.**" Enter all payment information and click the "CHECKOUT" button.
- Your payment will be processed and a receipt can be viewed and printed.
- If you have registered all students and paid fees for all students you are ready to "**Sign Out**" of the PowerSchool parent account.



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