



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

Attention: █████ has \$917.19 in unpaid fines/fees.

[View](#)

- ⇒ Once logged in, click on “View” (red box) to pay fines and fees.
- ⇒ 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.”

Shop

- Items At Student’s School
- Items At All Schools
- Pay Fines/Fees

- ⇒ From here you will select the category you need.

Categories

[*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, bernadellic@psd401.net. Phone - 253-530-4412.