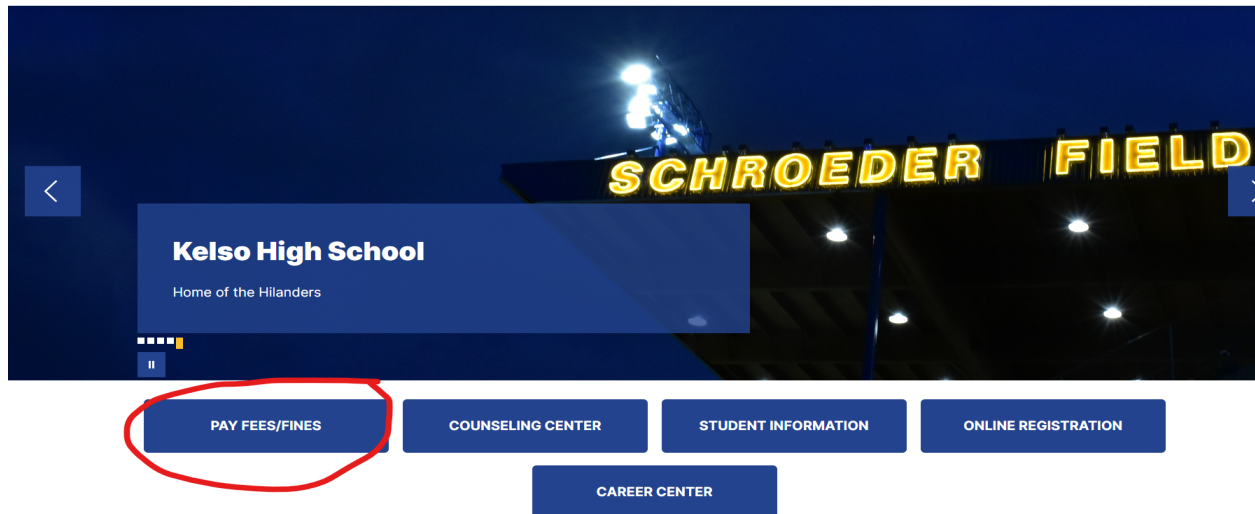


How to Purchase a Yearbook Online (or pay fees/fines)

STEP #1: Go to the KHS Website: <https://www.kelso.wednet.edu/o/khs>

STEP #2: Click on the Pay Fees/Fines Link



STEP #3: Use your family access skyward username and password to login

The screenshot shows the 'PARENTS/GUARDIANS' section of the Kelso School District website. It includes a 'Family Login' section with instructions and a 'Guest Login/Non-Kelso School District parents' section. At the bottom, there is a login form with fields for 'User Name' and 'Password', and a 'Sign In' button. The login form is circled in red.

STEP #4: If you have more than one student enrolled in the district, select the student you are making a payment/purchase for.

The screenshot shows the 'Who are you shopping for?' section of the Kelso School District website. It displays a table with columns for 'Student Name', 'Grade', and 'Action'. The first row shows 'KHS' and 'Grade 09'. The 'Action' column has a dropdown menu with a blacked-out selection. The table is partially visible, showing the first row.

STEP #5: Select Shop for Items at Student's School.



Shop

- [Items At Student's School](#)
- [Items At All Schools](#)
- [Register for Athletics and Activities](#)

Reports

- [Purchase History](#)
- [Reprint Receipts](#)
- [Unpaid Fines/Fees](#)
- [On Account History](#)

STEP #6: Select ASB/Yearbook from the Categories. Or other options if you are purchasing family passes, paying dues or fines, making a donation, ect.

Your Family

Sign OutYour AccountContact UsCheckout

Search

Shopping for

You are here

DISTRICT / High School / KHS

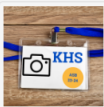

Categories

[ASB/Yearbook](#) [Sports](#) [Family Passes](#) [Club Dues](#) [Donations](#) [Tests](#) [Music](#)

Please select from a category above.

STEP #7: Select what you want to purchase by clicking on the buy option.

The screenshot shows a shopping cart interface. At the top, there's a navigation bar with links: "Your Family", "Sign Out", "Your Account", "Contact Us", and a cart icon showing "\$56.50 Checkout". Below this is a search bar. The main content area shows the user is shopping for a specific family (name redacted). A breadcrumb trail indicates the user is in "DISTRICT / High School / KHS / ASB/Yearbook". A table lists the items in the cart:

Item	Qty	Amount	Buy
 ASB Card 2023-2024	1	45.00	Buy
 Yearbook Fall 2023-2024	1	55.00	Buy

In this screenshot, the "Yearbook Fall 2023-2024" item name and its corresponding "Buy" button are circled in red.

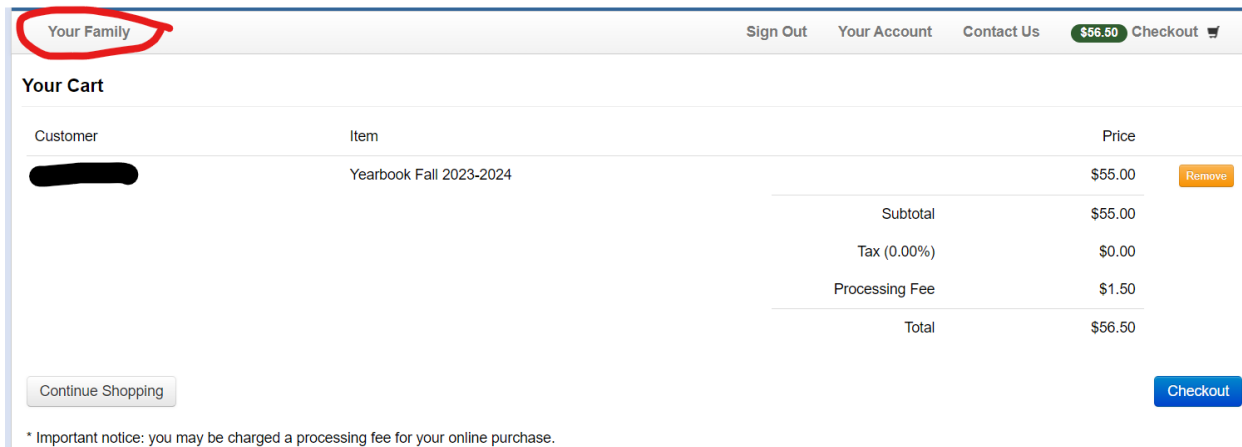
STEP #8: Click on Checkout and proceed with payment from your cart.

This screenshot shows the same shopping cart page as the previous one. The layout is identical, but in this view, the "\$56.50 Checkout" button in the top navigation bar is circled in red, indicating the next step in the process.

VERIFYING PAYMENTS/PURCHASES

You will receive a receipt emailed to you. You can always verify all fees/fines/purchases from your account to ensure it was paid for. This history includes all online, over the phone and in person purchases.

STEP #1: Click on **Your Family**.



Your Family Sign Out Your Account Contact Us \$56.50 Checkout

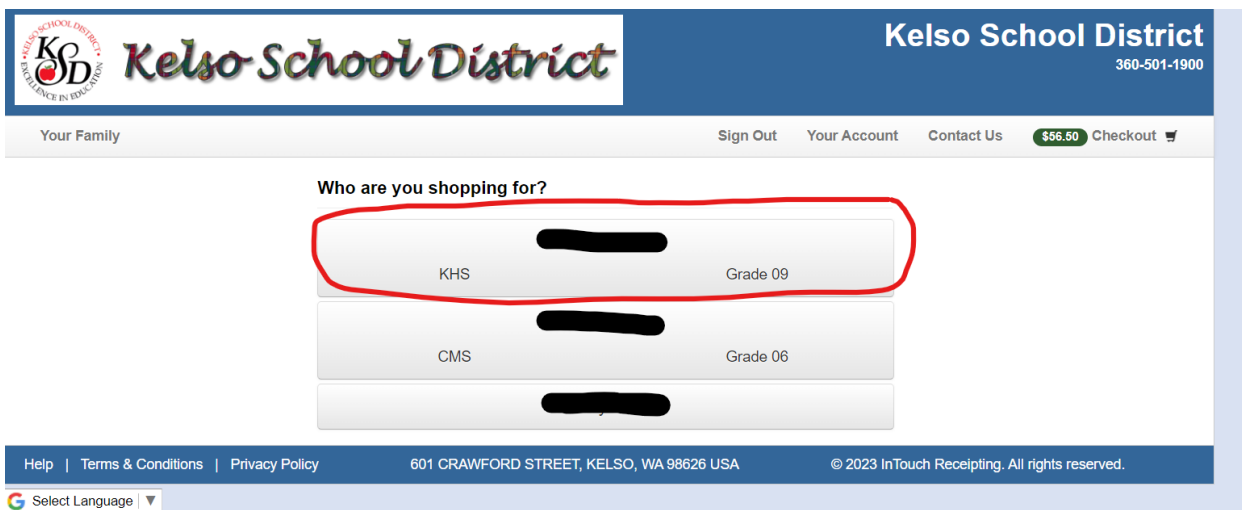
Your Cart

Customer	Item	Price
[REDACTED]	Yearbook Fall 2023-2024	\$55.00 Remove
Subtotal		\$55.00
Tax (0.00%)		\$0.00
Processing Fee		\$1.50
Total		\$56.50

[Continue Shopping](#) [Checkout](#)

* Important notice: you may be charged a processing fee for your online purchase.

STEP #2: Reselect the student you want to verify the purchase for.



Kelso School District 360-501-1900

Your Family Sign Out Your Account Contact Us \$56.50 Checkout

Who are you shopping for?

KHS [REDACTED] Grade 09

CMS [REDACTED] Grade 06

[REDACTED]

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Select Language ▼

STEP #3: Select Purchase History Under Reports

The screenshot shows the Kelso School District website. The header includes the district logo and name, along with the phone number 360-501-1900. The navigation bar contains links for 'Your Family', 'Sign Out', 'Your Account', 'Contact Us', and 'Checkout'. A search bar is located below the navigation bar. The main content area is divided into two sections: 'Shop' and 'Reports'. The 'Shop' section has three buttons: 'Items At Student's School', 'Items At All Schools', and 'Register for Athletics and Activities'. The 'Reports' section has four buttons: 'Purchase History' (which is circled in red), 'Reprint Receipts', 'Unpaid Fines/Fees', and 'On Account History'. The footer contains links for 'Help', 'Terms & Conditions', 'Privacy Policy', the address '601 CRAWFORD STREET, KELSO, WA 98626 USA', and the copyright notice '© 2023 InTouch Receipting. All rights reserved.'.

STEP #4: Select the dates you want to view at the top, notice you may see multiple pages of purchases and review that your purchases have been processed. Pay close attention to the dates to ensure they are not purchases from the previous school year. Here is an example of what the customer history looks like.

The screenshot shows the 'Customer Ledger' interface. At the top, there is a date filter section with 'From' and 'to' fields, both containing dates (7/1/2019 and 8/31/2023 respectively), and a 'Refresh' button. Below this, the 'Customer Ledger' title is displayed, followed by the school district's name and address. The dates 'Dates 7/1/2019 - 8/31/2023' are shown, along with the notes 'Excludes Charges On Account' and 'Includes Deposits On Account'. The 'To the Parent/Guardian of:' field is followed by a redacted name and the 'Grade: 09' field. The main section displays two receipts. The first receipt is for 'Receipt #: 265432' dated '8/30/2023 12:18 PM', with 'Origin Site: Touchbase'. It lists an item '4005.2324.01.01 CONV FEE' with a description 'Yearbook Fall 2023-2024' and a site 'KHS'. The second receipt is for 'Receipt #: 265431' dated '8/30/2023 12:15 PM', also with 'Origin Site: Touchbase'. It lists an item '1010.2324.01.01 CONV FEE' with a description 'ASB Card 2023-2024' and a site 'KHS'. Both receipts have a 'Total:' field followed by a redacted amount. The interface includes navigation arrows and a page indicator '1 of 2'.