A Step-By-Step Guide to Making Online Payments

Step One: Log In

Log in: Use your (parent) Home Access Center (HAC) login ID and password to log in to the NISD payment system. CLICK HERE or go to: *(https://tx-northwest.intouchreceipting.com/)*

Then, *Click* **Sign In**

> **Don't Remember Your Login Credentials?**
>
> If you do not know, or have forgotten, you HAC login credentials please use the CLICK HERE link to use the HACs Forgot Username or Password retrieval tool. Once you change your password you must wait 24 hours for the system to update before you will be able to access the online payment portal.

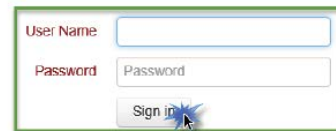For Parents:
Use your Home Access Account information as follows:
Username: HAC Username
Password: _____

If you have forgotten your password, please CLICK HERE

For Guest Users (*If you have students enrolled in NISD, please follow the parent sign-in instructions above*)

Please CLICK HERE to create an account

User Name
Password   Password
Sign in

If you have not logged in to HAC and setup your challenge questions, or if NISD does not have a valid email address for you, the HAC Forgot Username or Password retrieval tool will not work for you. In this case, please contact your child's campus to receive your HAC username and password.

Step Two: Select Student

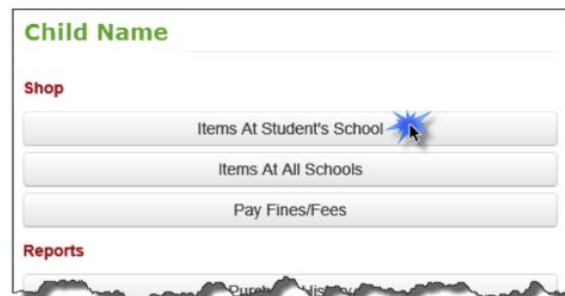*Select* the **Student** you are shopping for.

Who are you shopping for?

Child Name
Child Campus   Grade

Parent Name

Step Three: Where to Shop

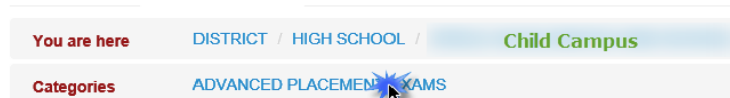*Click* **Items At Student's School**

Child Name

Shop

Items At Student's School
Items At All Schools
Pay Fines/Fees

Reports

Step Four: Selecting Categories

Once you are on the **Shopping For** page *click* the category you are wanting.

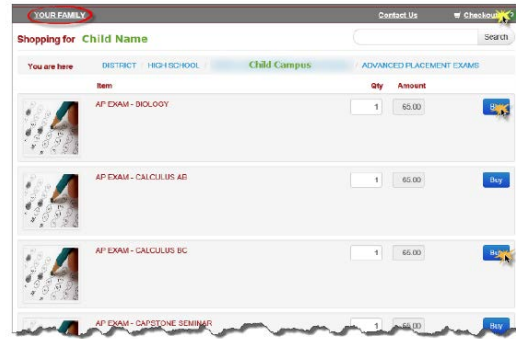Shopping for Child Name

You are here   DISTRICT / HIGH SCHOOL /   Child Campus

Categories   ADVANCED PLACEMENT EXAMS

Please select from a category above.

Step Five: Selecting Items to Purchase

Click the **Buy** button for each item that you are purchasing for your student.

Step Six: Checkout

Once all items have been added to your shopping cart, *click* **Checkout** (near the upper right-hand side of the page).

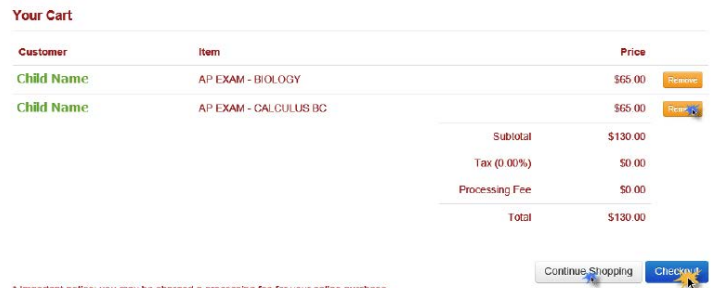**Need to make a purchase for more than one student?**

If you need to purchase items for more than one student, *click* the **Your Family** link toward the upper left hand side of the page to select another student. The **Your Family** link will return you to the **Who Are You Shopping For** page.

Step Seven: Confirm the student(s) and item(s)

To remove an item *click* the **Remove** button.

To add attrition items *click* the **Continue Shopping** button.

If your cart has the correct item(s) for the correct student(s), click the **Checkout** button.

Step Eight: Payment

On the *Payment* page, enter your **First Name, Last Name, Credit Card #, Expiration Date, Card Security Code,** and billing **Street Address** and **Zip Code**.

Confirm the information entered is correct.

Click the **Pay Now** button.

Step Nine: Print and Save Receipt

Once your payment is processed, a receipt will be generated. You can save a copy of your receipt or print it if you want.

Use the *print icon* to **print** your receipt, or use the *Export* drop-down list to select the file format to save a copy of your receipt.

Once a file format is selected, *click* the **Export** button.

Payments made will be available to review under "Purchase History."