

Dear Parent/Guardian,

We are excited to announce that Empowerment Academy Charter School has partnered with InTouch Pay as our new payments system! This system is designed to offer you greater convenience and flexibility in managing various school-related payments, including school fees/fines, technology damages, athletic fees, field trips, donations, and other programs.

With InTouch Pay, you will now have access to an online platform where you can securely make payments for a range of school expenses. Our aim is to provide you with as many convenient methods as possible for making payments, while also minimizing the need for cash transactions.

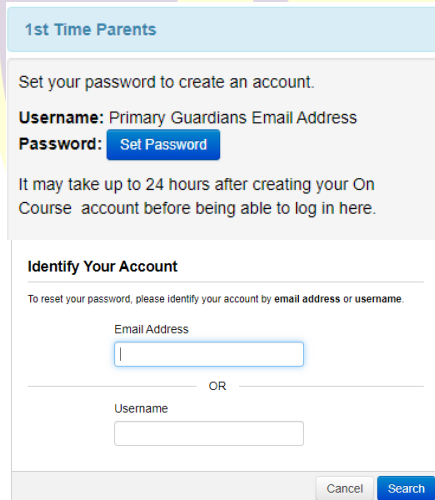
Note: This new system will not replace the Payschools lunch payments app for the time being.

As a parent/guardian, you'll be able to:

- Purchase items online.
- Pay fines and/or fees online.
- Purchase items for all your students in one transaction.
- View/print/save your student ledger.
- View/print/save your receipts.
- Morning and Aftercare payments.

To get started and activate your online account, please follow these instructions:

Visit the following URL: <https://nj-empowermentacademy.intouchrecepting.com/>



Click on the "Set Password" on the "1st Time Parents" area. Follow the prompts to enter your information and create your account.

Once your account is created, you will be able to log in and access the payment features available through InTouch Pay.

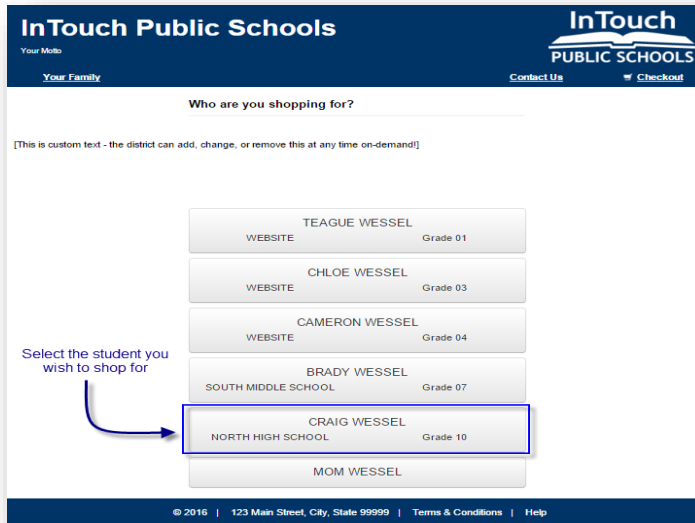
We believe the new payment system will streamline the payment process for our families and enhance your experience with Empowerment Academy Charter School.

If you have any questions or need assistance with setting up your account, please don't hesitate to contact our administrative team at pay@empacad.org

Thank you for your continued support and participation in our school community,
Empowerment Academy Operations Team

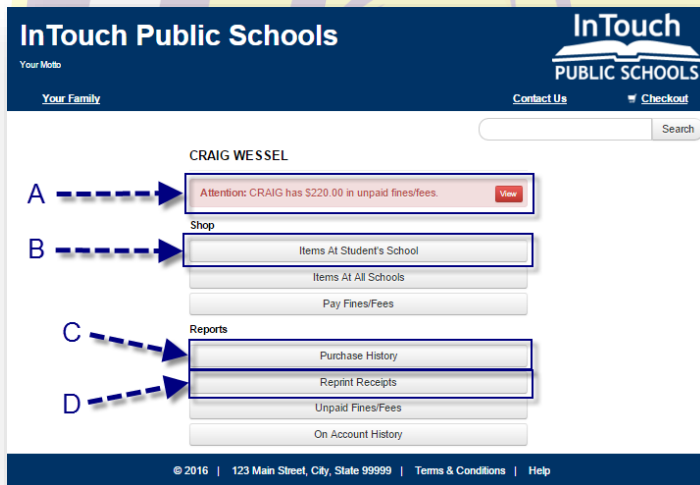
I'VE SIGNED IN, NOW WHAT?

Once you've signed in, select the student you want to shop for:



TIP: You'll see all your students displayed in your student list, including yourself. Your record is displayed so you can purchase using your own account. You may wish to donate to a club/activity, or sign up for a Community Education class (if applicable).

Once on your student dashboard, everything will be specific to your student. Here are the most common tools you should become familiar with:



- A. Fines and/or Fees may be present on your student's account. If your student *has* a fine/fee on their account, you will see a **RED** notification window – this is your key to look at, and pay, any fines or fees assessed to your students account. There are many reasons why a fine or fee may be present on your account and selecting "VIEW" will display the detail specific to your student.

NOTE: If you have questions regarding a fine/fee assessed to your students account, please contact your students building for visit the "FAQ" section at the end of this document.


- B. "Items at Students School" is where you'll go to browse items available to your student for purchase. This should look familiar to you if you're familiar with online shopping. Once you've selected items in the webstore, you can view/edit your cart, or proceed to checkout.
- C. "Purchase History" is an on-demand tool for you to use to track your purchase history. This allows you to confirm prior purchases or confirm payment was delivered by your student to the building.
- D. "Reprint Receipts" is a tool that allows you to print a single receipt rather than your full payment ledger (*Purchase History*)

I'M IN THE WEBSTORE, BUT SOME ITEMS AREN'T AVAILABLE TO ME, WHY?

The online payments portal is integrated with many other systems across the district, and as a result, the webstore items can be 'flagged' to limit what students can purchase items. Below are examples of what you may see in the webstore, and the reason(s) certain items look the way they do:


"Buy"

An item that's available for purchase in the webstore will display a blue "Add" button – this means it's available for purchase:

| Item | Qty | Amount |
|--|-----|---------------------|
|  ASB CARD FEES REQUIRED FOR STUDENT ATHLETES TO PARTICIPATE IN SPORTS | 1 | 15.00 |
| | | Buy |


"Sold Out"

This notification will display if the quantity has been depleted on an item, or if the item is currently unavailable. *TIP: check the item description – there may be additional instructions for you regarding the item.*

| Item | Qty | Amount |
|---|-----|--------------------------|
|  AP US GOVERNMENT & POLITICS TRIP SPACE IS LIMITED, FIRST COME, FIRST SERVED. | | |
| | | Sold Out |

"Pay Fines"

This is displayed when an item is marked to restrict purchases for students with outstanding fines on their account. If you click the "Pay Fines" button, this will take you to the fine window where you can add all applicable fines to your cart. Once you've added the fines to your cart, you'll be able to add the restricted item to the cart as well:

| Item | Qty | Amount |
|---|-----|--|
|  <p>THE PLANETS</p> <p>Support our hard working Symphony students! Attend their production of Holst's, The Planets!</p> | | Unavailable until fines are paid Pay Fines |


"Grade Restriction"

Items that are restricted to a specific grade, are only available to students enrolled in the listed grades. If you find your student is listed in the wrong grade, or the item you wish to purchase *should* be available to your student – please contact the school for more information.

| | | |
|---|-----------------------------|--------------------------------------|
|  | <p>CULINARY TRIP</p> | <p>Only available to grade(s) 12</p> |
|---|-----------------------------|--------------------------------------|



"Multipart Items/Combo Items"

If you find an item has multiple options available, this is a 'Multipart item' and you have the option to select what items you wish to add to the cart. If any of the checkboxes are greyed out/unavailable to edit, this means they are required.

| Item | Qty | Amount |
|---|-------|--|
|  <p>REGISTRATION COMBO SAVE MONEY AND PURCHASE THE MOST COMMON ITEMS ALL AT ONCE!</p> | 1 | Buy |
| <p>AP HISTORY</p> | 8.00 | <input checked="" type="checkbox"/> |
| <p>ATHLETICS FUNDRAISER</p> | 12.50 | <input checked="" type="checkbox"/> |
| <p>YEARBOOK SALES</p> | 80.00 | <input type="checkbox"/> |

"Donation Items/Food Service Items (variable prices)"

If an item is a 'variable price', this will allow you to place your own amount on the purchase. The most common examples of a variable priced item are: fundraisers, donations, and food service deposits.

| Item | Qty | Amount |
|---|-----|---|
|  <p>BAND DONATIONS THANK YOU FOR SUPPORTING OUR STUDENTS!</p> | 1 | <input type="text" value="0.00"/> Buy |
|  <p>BAND DONATIONS THANK YOU FOR SUPPORTING OUR STUDENTS!</p> | 1 | <input type="text" value="25.00"/> Buy |

FAQ | COMMONLY ASKED QUESTIONS

Q: IS MY CREDIT CARD DATA STORED WHEN I USE THE ONLINE PAYMENTS APPLICATION?

A: No – the online payments application does not store your card data under any circumstance. [DISTRICT] does not store your credit card data under any circumstance either. The online payments portal uses PCI compliant processes and security protocols to ensure your data is protected while being processed. All payments are secure and protected.

Q: WHAT CARD TYPES ARE CURRENTLY ACCEPTED ONLINE?

A: Visa, Mastercard, Discover, and American Express (*Apple Pay and Google Pay will be supported soon*)

Q: I HAVE A FINE ON MY STUDENT'S ACCOUNT. WHY WOULD MY STUDENT HAVE A FINE?

A: There are several reasons why your student may have a fine. The online payments application is integrated to each school's finance office, and many other district systems send the online payments application data. The most common reasons for why a fine is on a student's account are:

- A student lost or damaged a library/textbook
- A class fee wasn't paid
- A student damaged school property
- A student didn't pay a field trip fee, a club due, etc. on time.

If there is a fine on your account, certain items may be restricted for purchase until the fine/fines are paid.

Q: I'VE TRIED TO LOG IN TO THE WEB STORE, BUT I HAVEN'T BEEN ABLE, WHAT SHOULD I DO?

If you are having issues signing into the web store, it's most likely because you haven't created a password, or because you aren't signed up/enrolled in the parent portal. You can first try the recover password utility on the login page, but if that doesn't work, please contact the district for further instructions.

Q: DO WE STILL USE PAYPAL FOR MORNING AND AFTERCARE?

A: Yes, you may still use the Paypal system through the remainder of the year. However, we strongly encourage families to transition these types of payments through our new system.