

How to Make a Tax Deductible Donation: Step-by-Step-Instructions

**Login Information:**

1. Visit <https://az-tucson.intouchreceipting.com/>
2. Everyone who contributes towards your tour MUST login using the student account. That means you need to provide your matriculation and last name in the instructions for how someone can login to the website.
	1. Username: (Student ID/matriculation number)
	2. Password: (Student Last name – case sensitive)
3. Please do NOT create a separate “new non-student” account or “make a tax credit contribution without logging into an account”. This makes it much more difficult to keep accurate records of credits/donations.

**Tax Deductible-Donations**

1. After logging in you will be asked to click on the student’s name to confirm the individual student you are “shopping” for. This is important in case there are multiple students in a single family within TUSD.
2. Home page: Under “Shop” please click on *Items at Student’s School.*
3. Next page: Click *High School.*
	1. Do NOT click *University Students – Click Here!* This will complicate the process.
4. Next page: Click *Rincon University* (combined as one school for this website, but your donation will definitely be allocated to UHS)
5. Next page: Click *Student Clubs for RUHS* (this is where the process differs from tax credits!)
6. Next page: Scroll down to *University High School Travel Club Monies* (Second from top)
	1. Same page: Enter “1” for quantity
	2. Same page: Enter amount of contribution (unlimited)
	3. Same page: Click *Buy*
	4. Same page: At top right corner of screen click *Checkout*
7. Next page: Enter contributor information
	1. Note: The website automatically fills in the information with the student’s name and address. DELETE THIS and enter in the information of the person paying the contribution.
	2. Same page: Click *Checkout Step 2: Payment*
8. Next page: Enter payment information (credit or debit card)
	1. Same page: Click *Pay Now*
9. Next page: PRINT RECEIPT
10. If you are finished click on *Sign Out* in the upper right corner.