

How to Make a Tax Credit 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 Credits**

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!* or *University High School.* This will complicate the process.
4. Next page: Click *RINCON* (combined as one school for this website, but your tax credit will definitely be allocated to UHS)
	1. If you click “University” it will redirect you to the start page
5. Next page: Click *Tax Credit Contributions* (last item on list)
	1. Do NOT click *Travel –* this will complicate the process
6. Next page: Scroll down to *Travel Program University High – Meg Tully – Europe and NYC* (towards bottom of page) – THIS IS FOR ALL TRAVEL CLUB TRIPS!!!
	1. Same page: Enter “1” for quantity
	2. Same page: Enter amount of contribution ($200 or $400)
	3. Same page: Click *Buy*
	4. Same page: At top right corner of screen click *Checkout*
	5. TO MAKE ADDITIONAL DONATION - Skip the remaining steps and click *Your Family* in upper left corner and begin the process for Tax Deductible Donations (see below)
7. Next page: Click *Checkout Step 1: Additional Info*
8. 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*
9. Next page: Enter payment information (credit or debit card)
	1. Same page: Click *Pay Now*
10. Next page: PRINT RECEIPT
11. If you are finished click on *Sign Out* in the upper right corner.