

# WDMCS Online Payments (TouchBase) – Creating Your Account

In order to use TouchBase, you will need to have an **Infinite Campus user account**. The username you use for Infinite Campus is the same username you will use for TouchBase. If you know you don't have a user account in Infinite Campus or are unsure what your username is, please contact your student's school office for help.

You will also need to **activate** your TouchBase account. Please follow the steps below to activate your account.

1. Open a web browser and go to:  
<https://ia-westdesmoines.intouchrecepting.com/accountrecover.aspx> to start the process of connecting to your account.

2. On the **Identify Your Account** page, enter your Infinite Campus username. This is the username you use to access the Parent Portal for Infinite Campus.

3. Click on the **Search** button.

If TouchBase finds a match, the following pop-up will appear on your screen an email with a password reset link will be sent to the **email address you have on record in Infinite Campus**.

4. Open your email program to locate the email and follow the steps. Once you set your password in TouchBase, you'll be ready to use it!

**Helpful Hint #1:** If your student's office personnel had to create an account for you or you are new to the district, it may take up to 24 hours for your Infinite Campus username to sync to TouchBase.

**Helpful Hint #2:** Your Infinite Campus password does not sync to TouchBase. You will need to create a new password for TouchBase. You can choose to use the same password, but you have to create it in TouchBase.