

# Instructions to make a Band Fee payment through Charms

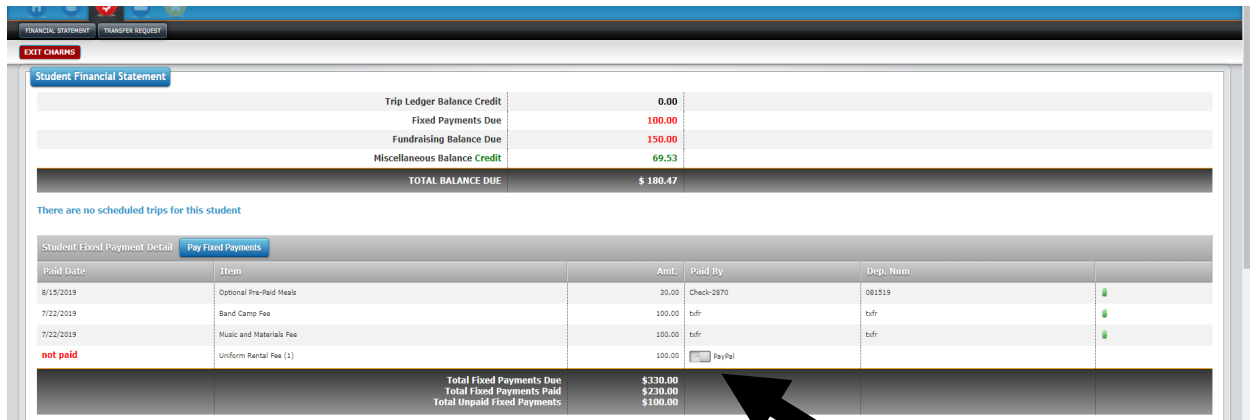
Log in to website on your phone or computer browser: [www.charmsoffice.com](http://www.charmsoffice.com)

The app does not have the functionality to allow payments to be made at this time.

Click on the Finances Tab [In the top Tool Bar, this is the Red Circle with a Dollar Sign in it]

To Pay Band Fees:

In the Student Fixed Payments Detail Area select one of the Fixed Payments that you wish to pay, and click on the PayPal Button next to the payment amount.



The screenshot displays the Charms website interface. At the top, there are navigation tabs: 'FINANCIAL STATEMENT', 'TRANSFER REQUEST', and 'EXIT CHARMS'. Below this is the 'Student Financial Statement' section, which includes a table with the following data:

Item	Amount
Trip Ledger Balance Credit	0.00
Fixed Payments Due	100.00
Fundraising Balance Due	150.00
Miscellaneous Balance Credit	69.53
<b>TOTAL BALANCE DUE</b>	<b>\$ 180.47</b>

Below the financial statement, there is a message: "There are no scheduled trips for this student".

The 'Student Fixed Payment Detail' section is active, showing a table with the following data:

Paid Date	Item	Amnt.	Paid By	Dep. Num	Status
8/15/2019	Optional Pre-Paid Meals	30.00	Check-2870	081519	✓
7/22/2019	Band Camp Fee	100.00	bfr	bfr	✓
7/22/2019	Music and Materials Fee	100.00	bfr	bfr	✓
<b>not paid</b>	Uniform Rental Fee (1)	100.00	<input type="button" value="PayPal"/>		
		<b>Total Fixed Payments Due</b>	<b>\$330.00</b>		
		<b>Total Fixed Payments Paid</b>	<b>\$230.00</b>		
		<b>Total Unpaid Fixed Payments</b>	<b>\$100.00</b>		

A black arrow points to the 'PayPal' button next to the 'Uniform Rental Fee (1)' payment.

Then Click the **Pay Fixed Payments** Button.

This will take you out of Charms and into PayPal. From here follow the prompts and PayPal will collect payment and Charms will mark the payment(s) you selected as paid.