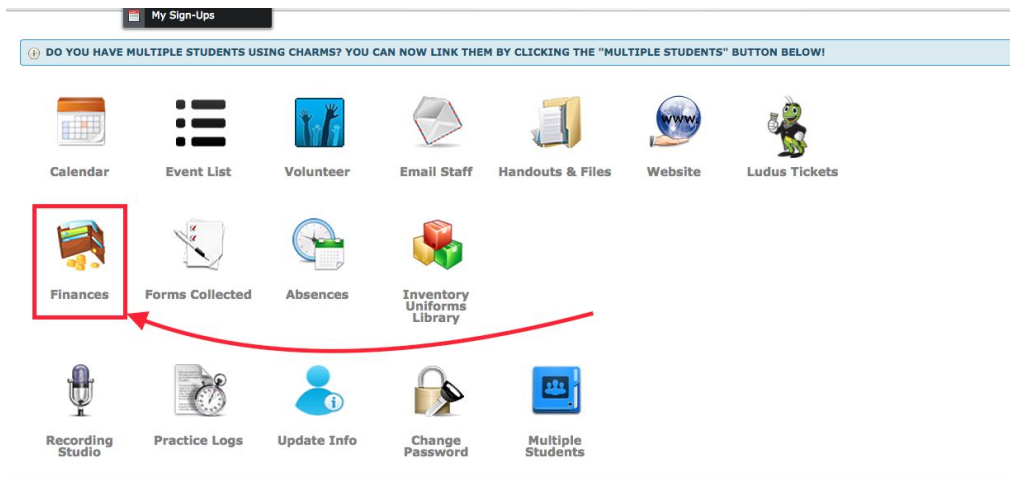


# How to pay on Charms with a Credit/Debit Card

1. Log into your students charms account.
  - a. <https://www.charmsoffice.com/charms/parents.asp>



2. Select Finances.
3. See how much you owe under Student Financial Statement.

Student Financial Statement	
Trip Ledger Balance Credit	0.00
Fixed Payments Due	300.00
Fundraising Balance Credit	0.00
Miscellaneous Balance Credit	1.00
<b>TOTAL BALANCE DUE</b>	<b>\$ 299.00</b>

There are no scheduled trips for this student

**Step 3**

Student Fixed Payment Detail		Pay Fixed Payments	
Paid Date	Item	Amt.	Paid By
not paid	Marching Band Fees	300.00	PayPal
<b>Total Fixed Payments Due</b>		<b>\$300.00</b>	
<b>Total Fixed Payments Paid</b>		<b>\$0.00</b>	
<b>Total Unpaid Fixed Payments</b>		<b>\$300.00</b>	

There is no Fundraising Activity  [Make Fundraising Payment](#)

Student Miscellaneous Ledger Detail		Make Miscellaneous Payment		
Date	Notes	Amt	Running Balance	Paid By
3/30/2017	Test	1.00	1.00	Cash
<b>Total</b>		<b>1.00</b>		

**Step 4**

4. Click on Make Miscellaneous Payment.
5. Enter the amount from Total Balance Due, add description such as Band Fee Payment and click start payment. This will then take you to paypal to complete your payment.

**Add to Student Ledger**

FOR EXTRA SECURITY, CLOSE THE WEB BROWSER AFTER MAKING YOUR PAYPAL PAYMENT.

**PayPal** Pay Through PayPal

Amount to Pay **\$ 299**

Description

Additional Donation: 2.9%

[Start Payment](#)

**NOTE: AN ADDITIONAL 2.9% WAS ADDED TO THE TOTAL TO PROCESS THE PAYMENT THROUGH PAYPAL.**