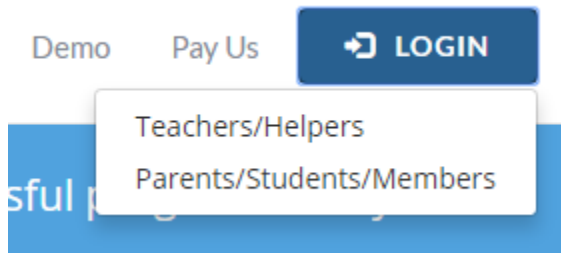
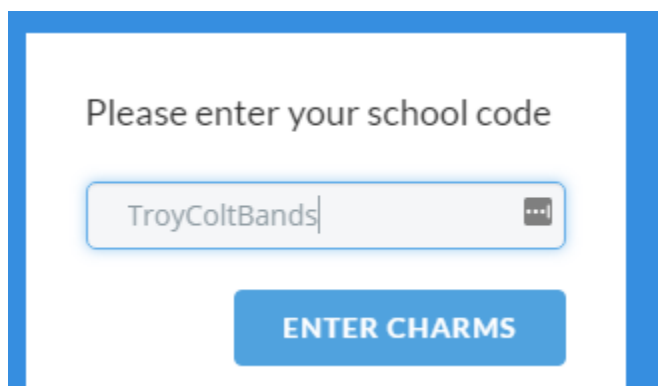


To Make Online Payments Through Charms

- 1) Navigate to www.charmsoffice.com
- 2) Hover the mouse pointer over the ENTER/LOGON button in the upper right corner and select 'Parents/Students/Members'



- 3) Enter TroyColtBands as the School Code:

A screenshot of a form titled 'Please enter your school code'. Below the title is a text input field containing the text 'TroyColtBands'. To the right of the input field is a small icon of three dots. Below the input field is a blue button labeled 'ENTER CHARMS'.

- 4) Enter the password.
 - The default password for every account was set to the student's ID. However, the password will no longer be the student ID if the parent or student changed the password.
 - If you don't remember the password, please send an email to CharmsAdmin@troycoltbands.org to have the password reset.

Student Area Password: (Case Sensitive!)

A screenshot of a password entry form. It features a text input field with a three-dot icon on the right. To the right of the input field are two blue buttons: 'Enter' and 'Show Hint'.

If this is the first time you have logged in to Charms, your password is your ID number.

- 5) You may be prompted to create a new password.
- 6) Click on the Red Dollar Icon in the upper Left

To Make Online Payments Through Charms



- 7) Click on “PayPal” switch under the column ‘Paid By’ and click on the button “Pay Fixed Payment”

There are no scheduled trips for this student

| Student Fixed Payment Detail | | Pay Fixed Payments | | |
|------------------------------|-------------------------|------------------------------------|--|----------|
| Paid Date | Item | Amt. | Paid By | Dep. Num |
| not paid | Band Camp Final Payment | 300.00 | <input checked="" type="checkbox"/> PayPal | |
| | | Total Fixed Payments Due | \$300.00 | |
| | | Total Fixed Payments Paid | \$0.00 | |
| | | Total Unpaid Fixed Payments | \$300.00 | |

- 8) Click on “Start Payment”



300.00 -- Band Camp Final Payment
Fixed Payments to Pay

Total to Pay: \$ 300.00

Additional Donation: 2.4%

\$ Start Payment

NOTE: PAYPAL HANDLING CHARGE APPLIES

- 9) You will then be directed to PayPal to make the payment. Follow all instructions. Once the payment has been made you will be directed back to Charms where a receipt can be printed.