

## To Make Online Payments Through Charms

1. Navigate to [www.charmsoffice.com](http://www.charmsoffice.com)

Demo Payments

NEW! CUTTIME MARKET

LOGIN

2. From the menu, click **LOGIN**.
3. In the Parents/Students/Members section, enter **TroyColtBands** as the SchoolCode and click **Enter Parents/Students/Members Area**

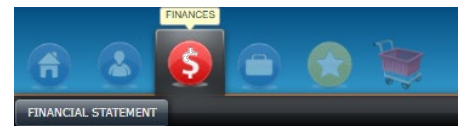
Parents/Students/Members login here  
 (For directions, click [here](#))  
 TroyColtBands  
 Enter Parents/Students/Members Area

4. Enter the password and click **Enter**.

If this is your first-time logging into Charms, or if you don't remember the password, please email the student's full name and student ID to [CharmsAdmin@troycoltbands.org](mailto:CharmsAdmin@troycoltbands.org) to request a password.

Student Area Password: **(Case Sensitive!)**

5. Click on the **Red Dollar Icon** in the upper left



6. Click on **PayPal** switch under the column **Paid By** and click on the button **Pay Fixed Payments**.

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	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>		

7. Click on **Start Payment** on the PayPal window
8. You will be directed to PayPal to make the payment. Follow all instructions. Once your payment has been made you will be directed back to Charms where a receipt can be printed.



300.00 -- Band Camp Final Payment  
**Fixed Payments to Pay**

**Total to Pay: \$ 300.00**

**Additional Donation: 2.4%**

**NOTE: PAYPAL HANDLING CHARGE APPLIES**