

How to make Charms Online Payment

Step 1: Log in to your Charms Account (remember to be on the Parents/Students/Members tab)

<https://www.charmsoffice.com/charms2/login.asp>

(Recommended browser: Google Chrome)

Step 2: Check your account for accuracy.

All Fees are posted in the Fixed Payment Detail.

All Credits are posted in the Miscellaneous Ledger Detail (i.e. Scrip rebate earnings)

Step 3: Make the payment by following the instructions below for

Pay FIXED Payment in full by credit card (pg 2 and 3)

OR

Pay a PARTIAL Payment by credit card (pg 4 and 5)

To pay FIXED Payment(s) in full by credit card:

In the middle section Student Fixed Payment Detail, click on the PayPal button on the Fixed Payment Fee(s) you would like to pay (it will turn blue),

CHARMS OFFICE ASSISTANT
PARENT/STUDENT AREA
TIMBERLAND BAND BOOSTERS
SAMPLE STUDENT

FINANCIAL STATEMENT TRANSFER REQUEST

EXIT CHARMs

Student Financial Statement

| | |
|------------------------------|------------------|
| Trip Ledger Balance Credit | 0.00 |
| Fixed Payments Due | 150.00 |
| Fundraising Balance Credit | 0.00 |
| Miscellaneous Balance Credit | 0.00 |
| TOTAL BALANCE DUE | \$ 150.00 |

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 | Registration Fee (1) | 150.00 | <input type="button" value="PayPal"/> | |
| Total Fixed Payments Due | | \$150.00 | | |
| Total Fixed Payments Paid | | \$0.00 | | |
| Total Unpaid Fixed Payments | | \$150.00 | | |

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

There is no activity in the Student Miscellaneous Ledger. [Make Miscellaneous Payment](#)

then click the blue button "Pay Fixed Payments."

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FINANCIAL STATEMENT TRANSFER REQUEST

EXIT CHARMs

Student Financial Statement

| | |
|------------------------------|------------------|
| Trip Ledger Balance Credit | 0.00 |
| Fixed Payments Due | 150.00 |
| Fundraising Balance Credit | 0.00 |
| Miscellaneous Balance Credit | 0.00 |
| TOTAL BALANCE DUE | \$ 150.00 |

There are no scheduled trips for this student

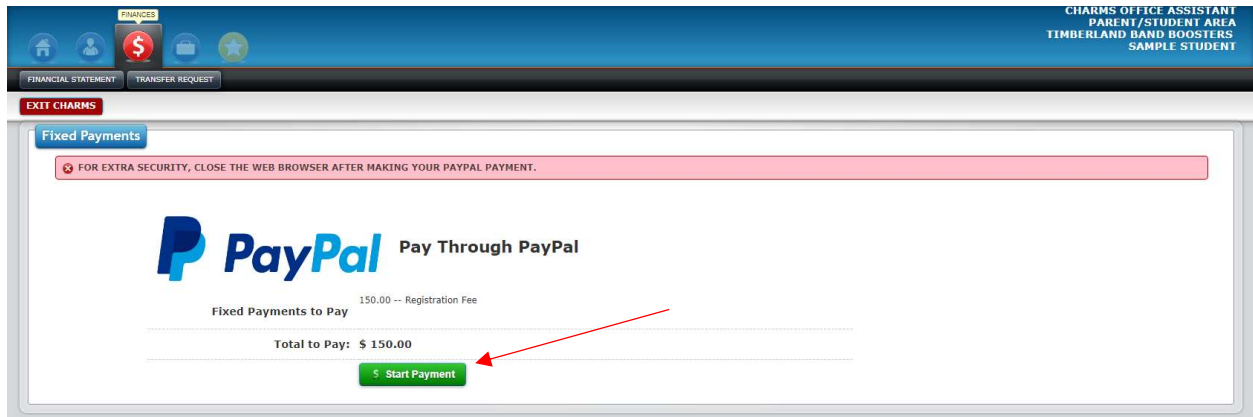
Student Fixed Payment Detail [Pay Fixed Payments](#)

| Paid Date | Item | Amt. | Paid By | Dep. Num |
|------------------------------------|----------------------|-----------------|--------------------------------------------------|----------|
| not paid | Registration Fee (1) | 150.00 | <input checked="" type="button" value="PayPal"/> | |
| Total Fixed Payments Due | | \$150.00 | | |
| Total Fixed Payments Paid | | \$0.00 | | |
| Total Unpaid Fixed Payments | | \$150.00 | | |

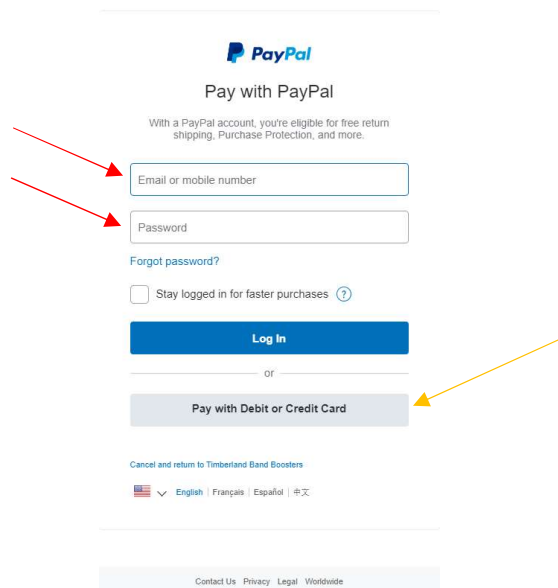
There is no Fundraising Activity [Make Fundraising Payment](#)

There is no activity in the Student Miscellaneous Ledger. [Make Miscellaneous Payment](#)

The PayPal screen will open. Click on the Green "Start Payment"



Log in to your PayPal account **OR** Pay with Debit or Credit Card



END FIXED payment instruction

To pay a PARTIAL payment by credit card (i.e. your total balance due is less than the fixed payments due)

Click in the lower section blue button "Make Miscellaneous Payment."

The screenshot shows the 'Student Financial Statement' page. At the top, there's a navigation bar with 'FINANCES' and 'EXIT CHAIRMS' buttons. The main content area is titled 'Student Financial Statement' and contains a table with the following data:

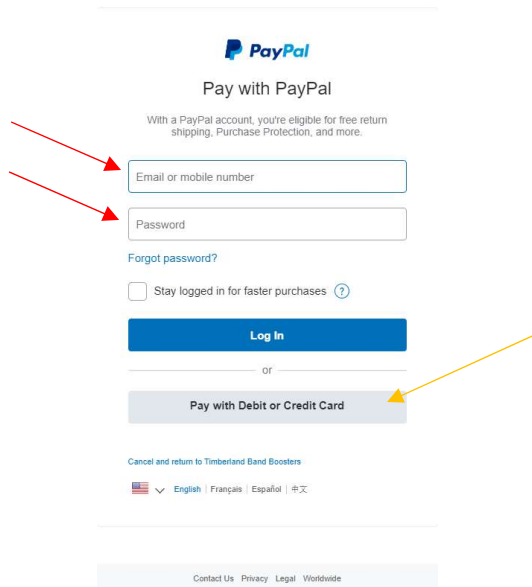
| Trip Ledger Balance Credit | | 0.00 |
|------------------------------|--|------------------|
| Fixed Payments Due | | 150.00 |
| Fundraising Balance Credit | | 0.00 |
| Miscellaneous Balance Credit | | 45.00 |
| TOTAL BALANCE DUE | | \$ 105.00 |

Below the table, it says 'There are no scheduled trips for this student'. Then, there's a section for 'Student Fixed Payment Detail' with a 'Pay Fixed Payments' button. It shows a table with one entry: 'Registration Fee (1)' for \$150.00, paid by 'PayPal'. Below this, it shows 'Total Fixed Payments Due' as \$150.00, 'Total Fixed Payments Paid' as \$0.00, and 'Total Unpaid Fixed Payments' as \$150.00. Then, there's a section for 'There is no Fundraising Activity' with a 'Make Fundraising Payment' button. Finally, there's a section for 'Student Miscellaneous Ledger Detail' with a 'Make Miscellaneous Payment' button. A red arrow points to this button.

The PayPal screen will open. Fill in the amount and description then click the green Start Payment. (in this example the amount would be \$105 and the description would be balance due on Registration Fee.)

The screenshot shows the 'Pay Through PayPal' screen. At the top, there's a navigation bar with 'FINANCES' and 'EXIT CHAIRMS' buttons. The main content area is titled 'Add to Student Ledger' and contains a pink banner that says 'FOR EXTRA SECURITY, CLOSE THE WEB BROWSER AFTER MAKING YOUR PAYPAL PAYMENT.' Below the banner, there's a PayPal logo and the text 'Pay Through PayPal'. There are two input fields: 'Amount to Pay' and 'Description'. A red arrow points to the 'Amount to Pay' field, and another red arrow points to the 'Description' field. Below the 'Description' field, there's a green button labeled 'Start Payment' with a red arrow pointing to it.

Log in to your PayPal account **OR** Pay with Debit or Credit Card



The image shows the PayPal login and payment options interface. At the top is the PayPal logo. Below it, the text "Pay with PayPal" is displayed. A subtext states: "With a PayPal account, you're eligible for free return shipping, Purchase Protection, and more." There are two input fields: "Email or mobile number" and "Password". Two red arrows point to these fields from the left. Below the password field is a link "Forgot password?". A checkbox labeled "Stay logged in for faster purchases" with a help icon is present. A blue "Log In" button is below the checkbox. Below the button is the word "or". A grey button labeled "Pay with Debit or Credit Card" is below "or". A yellow arrow points to this button from the right. At the bottom, there is a link "Cancel and return to Timberland Band Boosters" and a language selector showing "English" with flags for US, UK, France, Spain, and China. A footer bar contains links: "Contact Us", "Privacy", "Legal", and "Worldwide".

END PARTIAL payment instruction