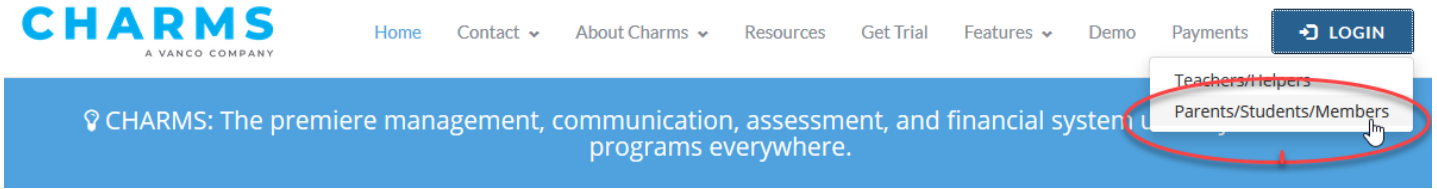

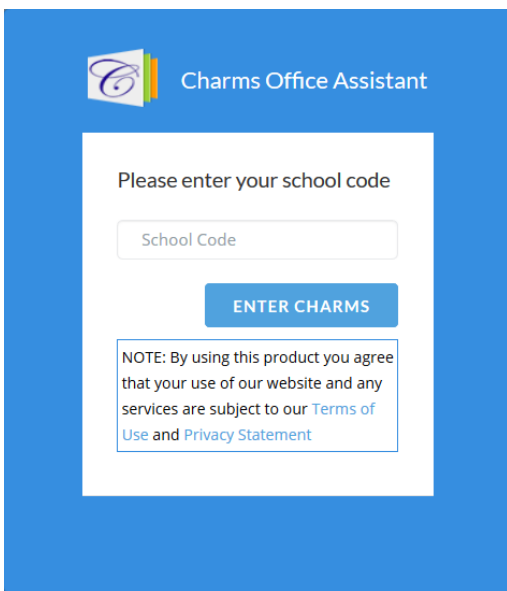


Making a payment in Charms

1. Access **Charms'** website.
2. Click  and select **Parents/Students/Members**.



3. Enter your school code (ours is grapevinehsband) and then click .

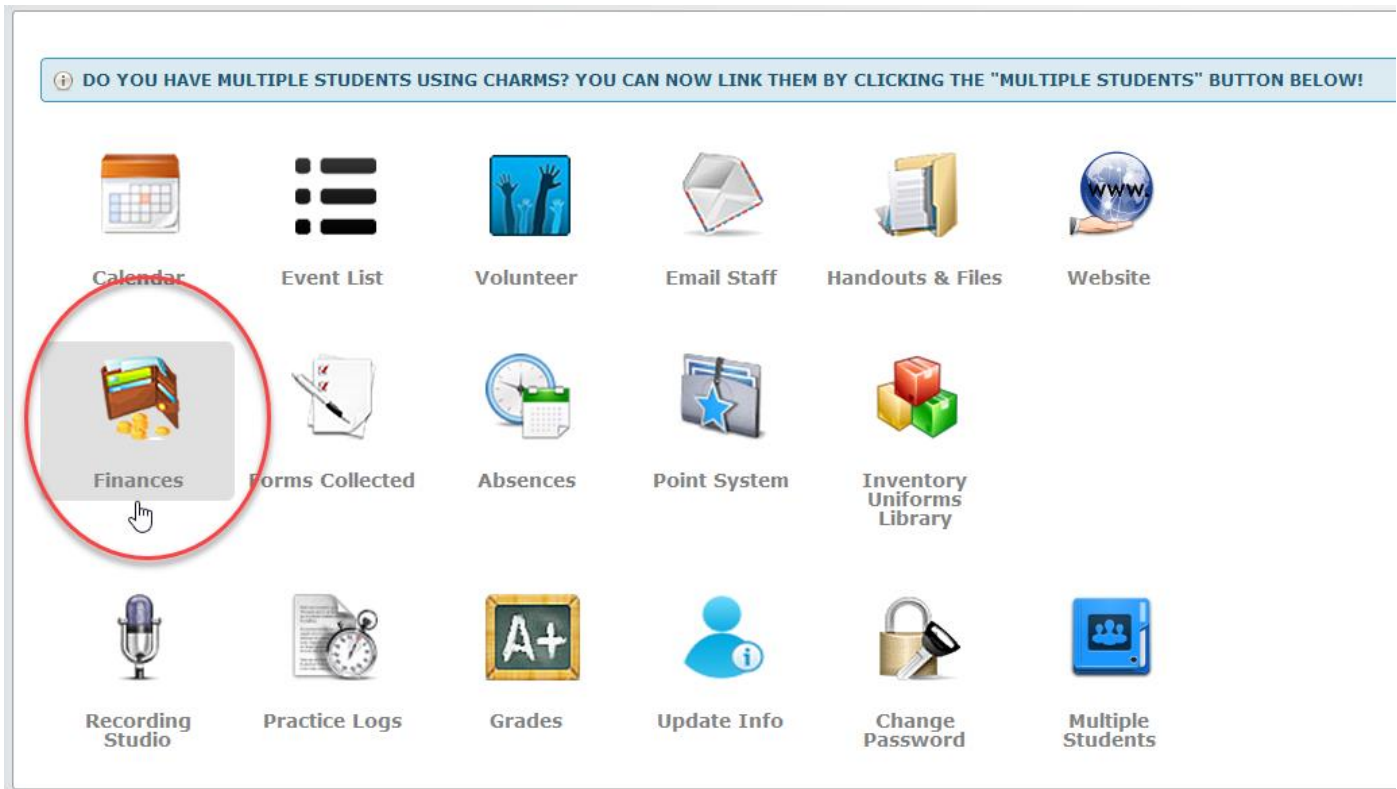


4. For **Student Area Password**, type your password, and then click **Enter**.

✓ BY USING THIS PRODUCT YOU AGREE THAT YOUR USE OF OUR WEBSITE AND ANY SERVICES ARE SUBJECT TO OUR [TERMS OF USE AND PRIVACY STATEMENT](#)

<p>Student Area Password: (Case Sensitive!)</p> <input type="password"/> Enter Show Hint <p>If this is the first time you have logged in to Charms, your password is your ID number.</p>	<p>Trip Chaperone Password:</p> <input type="password"/> Enter	<p>Non-Parent Volunteer ID:</p> <input type="text"/> Enter
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5. Click **Finances**.



6. Make the applicable credit card payment.

1. For a Trip Payment, in the **Trip Ledger Detail** section, select your trip from the **Trip Ledger Detail** list, and then click **Make Trip Payment**.
2. For a Fixed Payment, in the **Student Fixed Payment Detail** section, turn on each fixed payment you are paying for, and then click **Pay Fixed Payments**.
3. For a Fundraising Payment, in the **Fundraising Detail** section, select your fundraiser from the **Fundraising Activity** list, and then click **Make Fundraising Payment**.
4. For a Miscellaneous Ledger Payment, in the **Student Miscellaneous Ledger Detail** section, click **Make Miscellaneous Payment**.

Notes:

- **GHS only utilizes the Fixed and Miscellaneous Ledgers.**
- **Fixed Payments can only be made for the full amount of the associated charge via PayPal. If there is a credit on the Miscellaneous Ledger that can partially pay a Fixed charge, pay the balance due as a Miscellaneous payment and the GHS Band Booster Treasurer can assist with the transfer.**
- **If you have ANY questions or need help with Payments, please contact the GHS Band Booster Treasurer**

Student Financial Statement

Trip Ledger Balance Due	2,700.00	
Fixed Payments Due	242.00	
Fundraising Balance Credit	0.00	
Miscellaneous Balance Due	-20.00	negative amount indicates a balance due.
TOTAL BALANCE DUE	\$ 2,962.00	

Sort By Date Group By Trip

Trip Ledger Detail

Paid Date	Trip	Amt. Applied	Paid By	Paid From	Dep. Num	
4/10/2019	Disney World - 3,000.00	150.00	Cash	TR	041019	\$
4/3/2019	Disney World - 3,000.00	150.00	Check-1234	TR	040319	\$
TRIP BALANCE DUE (Inc options):		\$2,700.00				
Total Cost of All Trips		3,000.00				
Total Applied (including Options)		300.00				
Balance Due		2,700.00				

Student Fixed Payment Detail

Paid Date	Item	Amt.	Paid By	Dep. Num		
1/23/2019	Binders	10.00	Cash	012319	\$	
not paid	Choir General Fee	20.00	<input checked="" type="checkbox"/> Revttrak			
not paid	Choir Payment - Upper Years	100.00	<input checked="" type="checkbox"/> Revttrak			
not paid	Small fee	1.00	<input type="checkbox"/> Revttrak			
not paid	Choir General Fee (1)	20.00	<input type="checkbox"/> Revttrak			
not paid	Choir Dress (1)	100.00	<input type="checkbox"/> Revttrak			
not paid	Small fee (1)	1.00	<input type="checkbox"/> Revttrak			
Total Fixed Payments Due		\$252.00				
Total Fixed Payments Paid		\$10.00				
Total Unpaid Fixed Payments		\$242.00				

There is no Fundraising Activity

Student Miscellaneous Ledger Detail

Date	Notes	Amt.	Running Balance	Paid By	Dep. Num	Paid To	From	
3/28/2019	Refund of expenses	-120.00	-20.00	Check-9885		Chase Bank	ML	\$
3/14/2019	Shoe Fee	-10.00	100.00	N/A		Not Posted	ML	\$

7. Verify the **Total to Pay** is correct and then click **Start Payment**, which will take you to PayPal.

FINANCES

FINANCIAL STATEMENT TRANSFER REQUEST

EXIT CHARMS

Fixed Payments

Pay Through PayPal

Fixed Payments to Pay 20.00 -- Choir General Fee
100.00 -- Choir Payment - Upper Years

Total to Pay: \$ 120.00