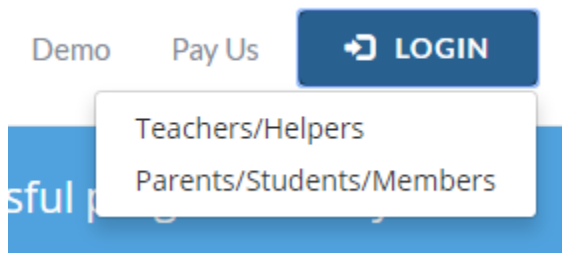
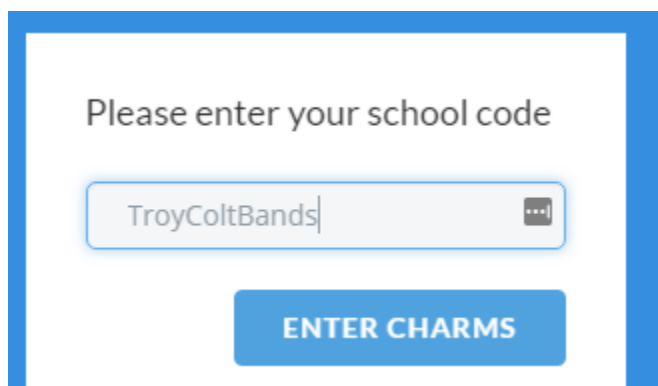


## To Make Online Payments Through Charms

- 1) Navigate to [www.charmsoffice.com](http://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'. It features a text input field containing the text 'TroyColtBands' and a small 'x' icon to clear the field. 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 students 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](mailto:CharmsAdmin@troycoltbands.org) to have the password reset.

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

A screenshot of a password entry form. It consists of a text input field, a blue 'Enter' button, and a blue 'Show Hint' button.

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

- 5) If the password is the student ID and you don't want it changed, you can ignore the 'Change Student Password' screen and continue to the next step.
- 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 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: 3%**

**\$ 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.