

How to Pay Fees through Charms/Paypal

Band/Guard fees can be paid online through an integration in the students charms account with paypal. This can be directly from your paypal account (if you have one) or a debit/credit card. It is a very easy process.

Only STUDENTS have a charms account, there isn't a parent charms account. You will need to make sure you know your student's charms password. Please note during summer camp they do sit with the students to reset their charms password if they do not have it. If you run into a situation where the password has been forgotten either the directors or the treasurer can send a password reset through charms for.

Usually what the directors ask the students to do is set their password to something like student ID plus first and last initial (example 123456AB or 123456Ab or 123456aB). If you don't know the student password please ask them first. If you need your password reset please contact a director or email the treasurer at vrhsband@yahoo.com to do a password reset

How to Log into your student's charms account

The link to charms is <http://www.charmsoffice.com/charms/login.asp>

Click on the Parents/Students tab on the login screen

School Code: vistaridgehsband

Enter the student password and Click Enter

How to Make a Payment

Go to the Finances section (Red \$ button at the top)

ONLY LOOK AT THE SUMMARY SECTION. Don't scroll down to the details as it will be very confusing to understand ... we get tons of questions every year.



The summary looks like the picture below if you or in charms or on the email statements. Only look at the TOTAL BALANCE DUE line. This factors in any remaining fees less credits in the account.

Student Financial Statement	
Trip Ledger Balance Credit	0.00
Fixed Payments Due	0.00
Fundraising Balance Credit	0.00
Miscellaneous Balance Credit	0.00
TOTAL BALANCE DUE	\$ 0.00

OR

Trip Ledger Balance:	\$ 0.00
Fixed Payments Balance:	\$ 0.00
Fundraising Balance:	\$ 0.00
Miscellaneous Balance:	\$ 0.00
TOTAL BALANCE:	\$ 0.00

From here there are 2 options to pay fees online through charms:

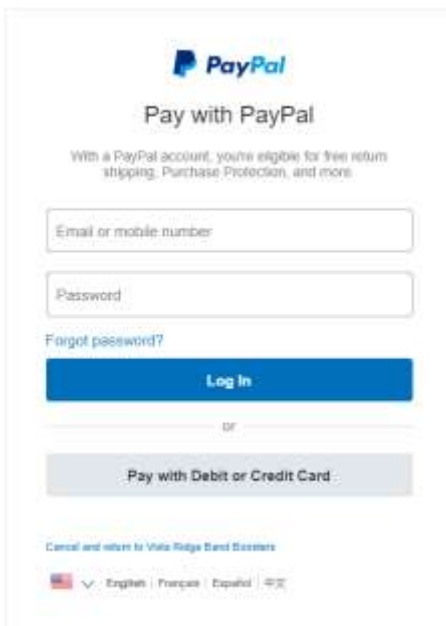
1. **Fixed Payments:** If there are still fixed payment items due, you can use the **Pay Fixed Payments** button toward the top section. You will first need to **toggle the paypal toggle next to each item** remaining to pay to make the toggle box turn blue, then Click  button.
2. **Miscellaneous Payment (specific \$ amount):** Scroll down on the page and use the  option and **enter the amount of payment** you are making. We will handle transferring the payments to the items pending payment on the backend of the tool.

Both of the buttons will take you to a paypal screen to complete the payment details that looks like the next picture. If you clicked Pay Fixed Payments it should automatically populate the amount. If you clicked Make Miscellaneous Payment, you will need to enter the amount you want to pay. Include anything in the description you feel is needed to explain the payment. Then click **START PAYMENT** button.



The Paypal payment screen will open.

1. If you have a paypal account you are welcome to login in and pay with your paypal account.
OR
2. If you want to pay with a debit/credit card, click the Pay with Debit or Credit Card button at the bottom of the screen.



As always a check/money order can also be mailed to the booster PO box as well.

VRBB, PO Box 3128, Cedar Park, TX 78630

How to read your charms statement

DO NOT LOOK AT THE DETAILS OF THE STATEMENT. ONLY LOOK AT THE TOP SUMMARY SECTION OF THE STATEMENT. The charms statement has a summary section at the top. This is the important section to pay attention to. Look for the words either **TOTAL BALANCE DUE or CREDIT BALANCE.**

If it says TOTAL BALANCE DUE, this is the total pending payment amount with all remaining fees less credits included. This is the amount that should be paid off by end of November.

Trip Ledger Balance:	\$ 0.00
Fixed Payments Balance:	\$ -310.00
Fundraising Balance:	\$ 0.00
Miscellaneous Balance:	\$ 306.00
TOTAL BALANCE:	\$ -4.00

If it says CREDIT BALANCE, this means the fees are paid in full and you either have a \$0 balance or have overpaid the account and have a credit.

Trip Ledger Balance:	\$ 0.00
Fixed Payments Balance:	\$ 0.00
Fundraising Balance:	\$ 0.00
Miscellaneous Balance:	\$ 224.50
TOTAL BALANCE:	\$ 224.50

How to Pay A Specific \$ Amount through Charms/ Paypal

1. Log into your student's charms account (link to charms is [Charms](#))
2. School Code: vistaridgehsband
3. Go to the Finances section (Red \$ button at the top)
4. Scroll down on the page and use the **Make Miscellaneous Payments** option and enter the amount of payment you are making. We will handle transferring the payments to the items pending payment on the backend of the tool.