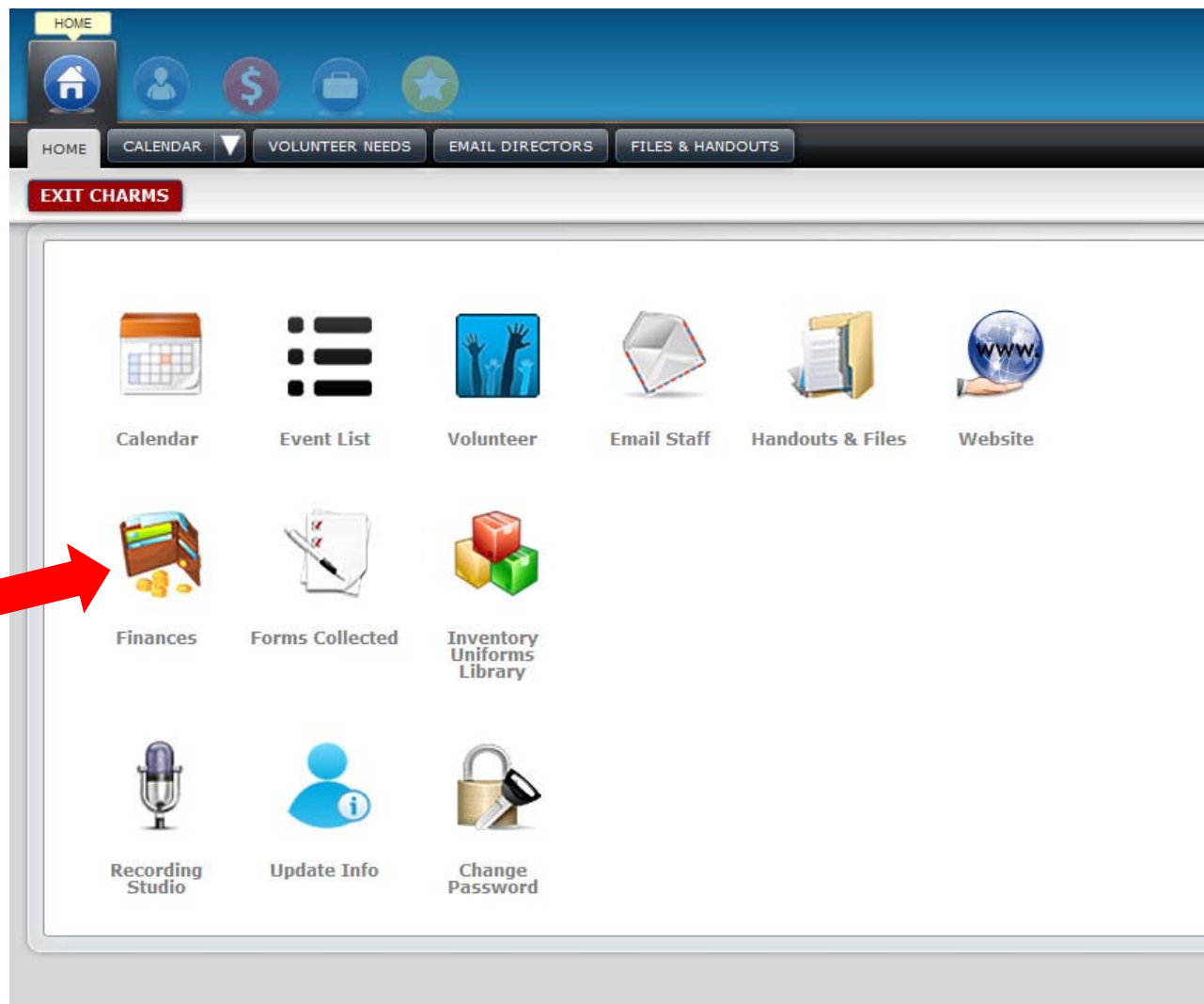




### CHARMS Trip / Fee Payment Instructions

**CHARMS** is used to keep track of each student's fundraising earnings and fee payments. You can see your student's account balance at any time. You also have the ability to pay for trips and fees with a credit or debit card.

- Go to the CHARMS website and login.
- On the **HOME SCREEN** click on the **FINANCES** icon.



- On the **Finances Screen** you will see a summary of your student's account. Any trip charges or fees owed are shown along with fundraising earnings or previous payments made. You can make a payment by mailing a check to **FAME, PO Box 2192, Olathe, KS 66061-2192**. You can also use a credit or debit card to make a payment online.

CHARMS OFFICE ASSISTANT  
PARENT/STUDENT AREA  
OLATHE NORTH HS BAND  
JOHNNY SAMPLE

FINANCIAL STATEMENT TRANSFER REQUEST  
EXIT CHARMS

**Student Financial Statement**

Trip Ledger Balance Due	900.00
Fixed Payments Due	0.00
Fundraising Balance Credit	0.00
Miscellaneous Balance Credit	0.00
<b>TOTAL BALANCE DUE</b>	<b>\$ 900.00</b>

Sort By Date Group By Trip

Trip Ledger Detail **Make Trip Payment**

Paid Date	Trip	Amt Applied	Paid By	Paid From	Dep Num
Florida 2014	900.00	0			
<b>TRIP BALANCE DUE:</b>		<b>\$900.00</b>			
<b>Total of All Trips Due</b>		<b>900.00</b>			
<b>Total Paid</b>		<b>0.00</b>			
<b>Balance Due</b>		<b>900.00</b>			

There are no fixed payments setup.

There is no Fundraising Activity **Make Fundraising Payment**

There is no activity in the Student Miscellaneous Ledger. **Make Miscellaneous Payment**

- To make a payment, click on one of the **blue** make payment buttons. For the rest of the instructions, we will use the example of making a **Trip Payment**. The next screen you see will be the **PAYMENT SCREEN**.

CHARMS OFFICE ASSISTANT  
PARENT/STUDENT AREA  
OLATHE NORTH HS BAND  
JOHNNY SAMPLE

FINANCIAL STATEMENT TRANSFER REQUEST  
EXIT CHARMS

**Make Trip Payment**

FOR EXTRA SECURITY, CLOSE THE WEB BROWSER AFTER MAKING YOUR PAYPAL PAYMENT.

Select Trip to Pay: Florida 2014

Amount to Pay \$

Convenience Charge: 3%

**\$ Start Payment**

**NOTE:** PLEASE NOTE: A HANDLING CHARGE OF 3% WILL BE ADDED TO ALL CREDIT / DEBIT CARD PURCHASES THROUGH THIS SYSTEM.

- Enter the amount you would like to pay and then click the **START PAYMENT** button. **Important:** A handling fee of 3% is added to all transactions made through the online system.

Select Trip to Pay: Florida 2014

Amount to Pay \$ 125

Convenience Charge: 3%

**\$ Start Payment**

**NOTE:** PLEASE NOTE: A HANDLING CHARGE OF 3% WILL BE ADDED TO ALL CREDIT / DEBIT CARD PURCHASES THROUGH THIS SYSTEM.


- You will be re-directed to **PAYPAL**. On the **PAYPAL** screen you have the option to pay with a credit or debit card. If you have a personal PayPal account you can login in and use that account, however it is NOT necessary to have a PayPal account. Enter your credit card information and follow the instructions on the screen.

## Financial Advocates of the Musical Eagles FAME

### Your order summary

Descriptions	Amount
Make Trip Payment for Johnny Sample	\$125.00
Item description: Make Trip Payment ...	
Item number: Band	
Item price: \$125.00	
Quantity: 1	
<b>Item total</b>	<b>\$125.00</b>
Shipping and handling:	\$3.75
<b>Total</b>	<b>\$128.75 USD</b>

### Choose a way to pay

[Pay with my PayPal account](#)


Log in to your account to complete the purchase

[Pay with a debit or credit card, or Bill Me Later](#)

Pay with your debit or credit card, or with Bill Me Later®





Country United States

☐ Bill Me Later®, a PayPal service
 

**No Payments + No Interest if paid in full in 6 months on purchases of \$99+ [See terms](#)**

☒ Credit Card

Card number

Payment Types    

Expiration date mm / yy  /

CSC 

[What is this?](#)

First name

Last name

Address line 1

- When you finish be sure to close out your browser completely for security purposes. It may take a day or two for your balance to update on CHARMS.