

Making a Payment

Add a screen shot of the link to the Charms Parent Portal from the client's website

1. To begin your payment, visit the district website at [<district_URL>](#) and click on [<name of link to Charms>](#), located [<location on website>](#).

2. Log in to the Charms Portal by entering your School Code and clicking **Enter Charms**.

3. Enter your Student Area Password and click **Enter**.

4. Click on **Finances**.

5. View "Fixed Payments Due". Select the fee you would like to pay by clicking the appropriate "Paid By" box. Once all fees have been selected. Click **Pay Fixed Payments**.

6. Confirm your selected fees and click **Start Payment**.

7. Log in to the Web Store using your Web Store user name (email address) and password. If you are a new customer, create a Web Store account.

8. Enter your payment information and proceed through checkout. A confirmation of your transaction will be emailed to you.

Trip Ledger Balance Credit	0.00			
Fixed Payments Due	55.00			
Fundraising Balance Credit	0.00			
TOTAL BALANCE DUE	\$ 155.00			
Student Fixed Payment Detail				
Pay Fixed Payments				
Paid Date	Item	Amt.	Paid By	Dep. Num.
not paid	Instrument Rental Fee	50.00	RevTrak	
not paid	Sheet Music Fee	3.00	PayPal	
Total Fixed Payments Due		\$55.00		

Fixed Payments to Pay 50.00 -- Instrument Rental Fee

Total to Pay: \$ 50.00

[Start Payment](#)

Enter your email address: john.doe@anymail.com

I am a new customer (You'll create a password later)

I am a returning customer and my password is

[CONTINUE](#)

Forgot your password? [Click here.](#)

