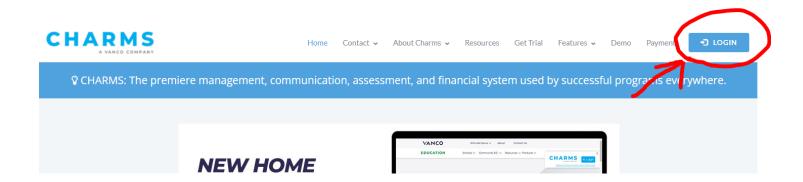
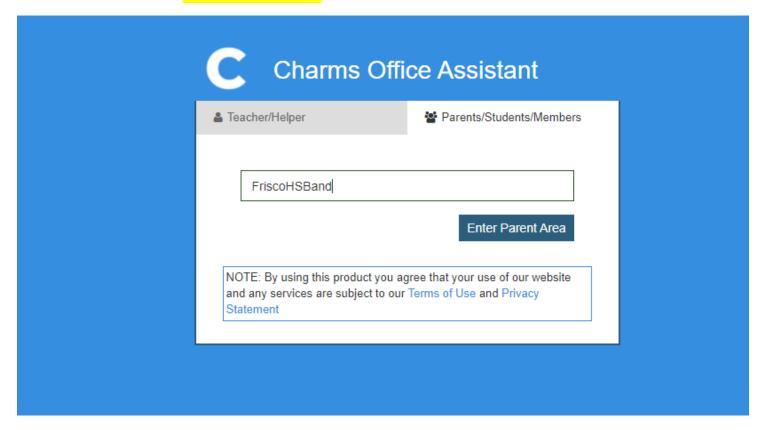
Making Payments for Band/Color Guard FEES In CHARMS

1) Login to www.charmsoffice.com > Parents/Students/Members option

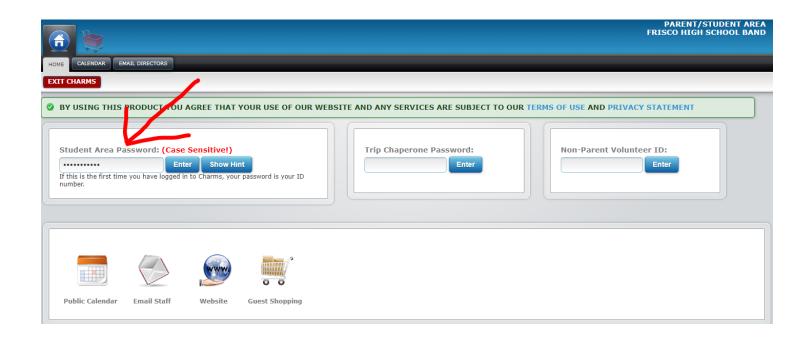


The school code is "FriscoHSBand"

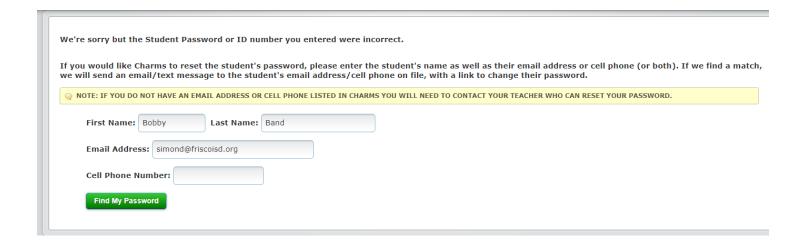


Click "Enter Parent Area"

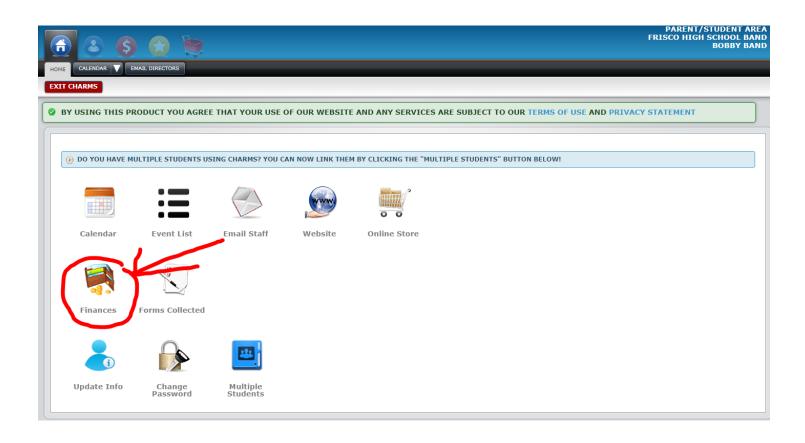
For "Student Area Password," use your student's Frisco ISD ID number if this is the <u>first</u> time anyone in the family has logged in; otherwise, it will be the password chosen by whomever logged in last.



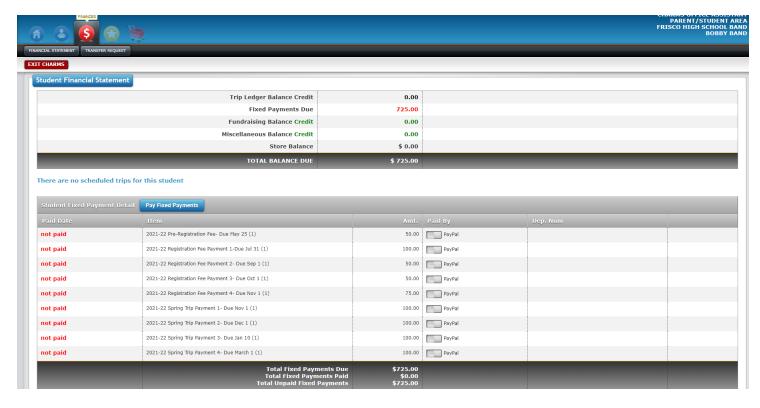
**If you cannot find or remember the current password, submit your best guess. On the next screen, enter your student's first and last name, and their <u>Frisco ISD email address.</u> A Link to reset the password will be emailed to them (students should check their junk folders as well). > This may or not work, as the system can sometimes take several hours to respond. If an email is not received within a minute or two, contact Mr. Courtney at <u>courtneyj@friscoisd.org</u> to RE-SET the password for you.



2) Once logged in, select the "Finances" option to pay Band and Color Guard fees, as well as Spring Trip payments



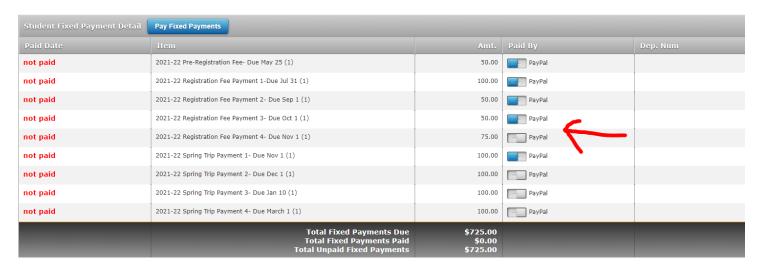
3) The next screen will display your Financial statement, showing what payments have been made, and which ones remain



4) Select the payments you wish to make at this time. Please pay any PAST DUE fees, as well as any future fees you wish to pay. For instance, the entirety of your Band Fees, and/or the Spring Trip, may be paid at once.

To select a payment, toggle the button to the right of the payment labeled "PayPal"

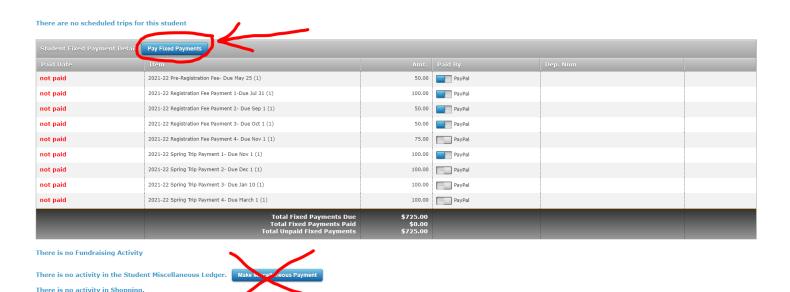
There are no scheduled trips for this student



Note: We are NOT using the "Trips" feature on Charms to manage our Spring Trip, so you may ignore the message "There are no scheduled trips for this student" if your student plans to participate.

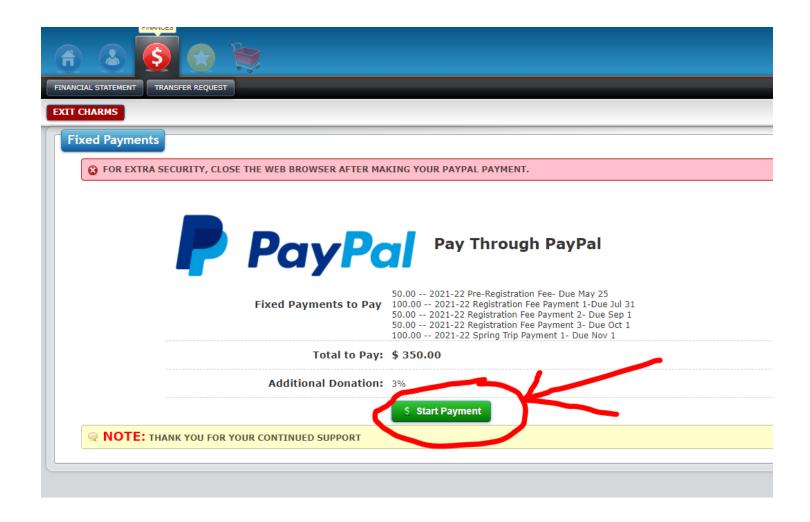
If you have any financial questions or concerns, please contact Mr. Simon at simond@friscoisd.org

5) Once the desired fees are selected, click the "Pay Fixed Payments" button ABOVE the fee selection window (Do NOT click the "Make Miscellaneous Payment" button below the fee selection area)

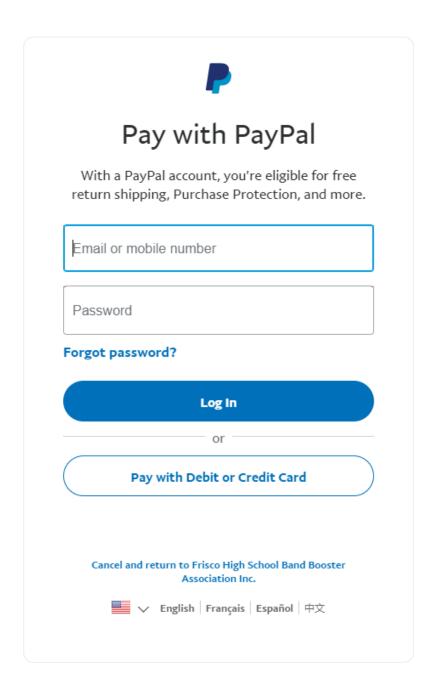


6) The next screen will prompt you to log in to PayPal- click "Start Payment"

Note: PayPal charges a 3% processing fee, listed as "Additional Donation"



On the PayPal login page, you may either use your existing PayPal account to complete your transaction, OR select "Pay with Debit or Credit Card" to finish payment without a PayPal account.



THANK YOU for completing your payments! If you have any questions, please email either Mr. Simon at simond@friscoisd.org, OR our Band Booster Treasurer at treasurer@friscobandboosters.com