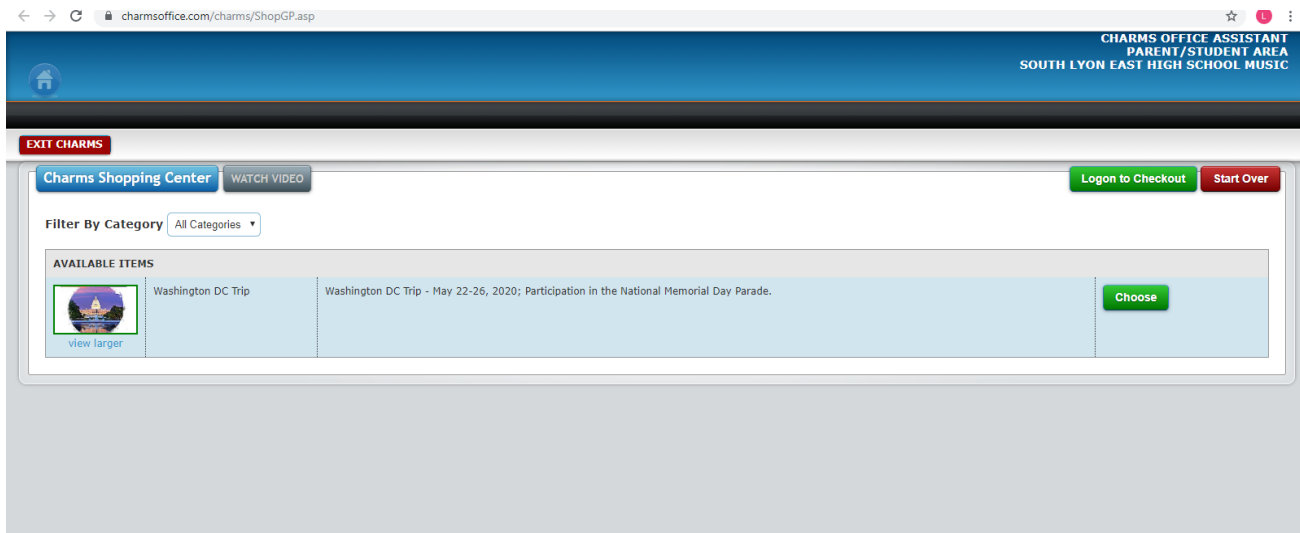
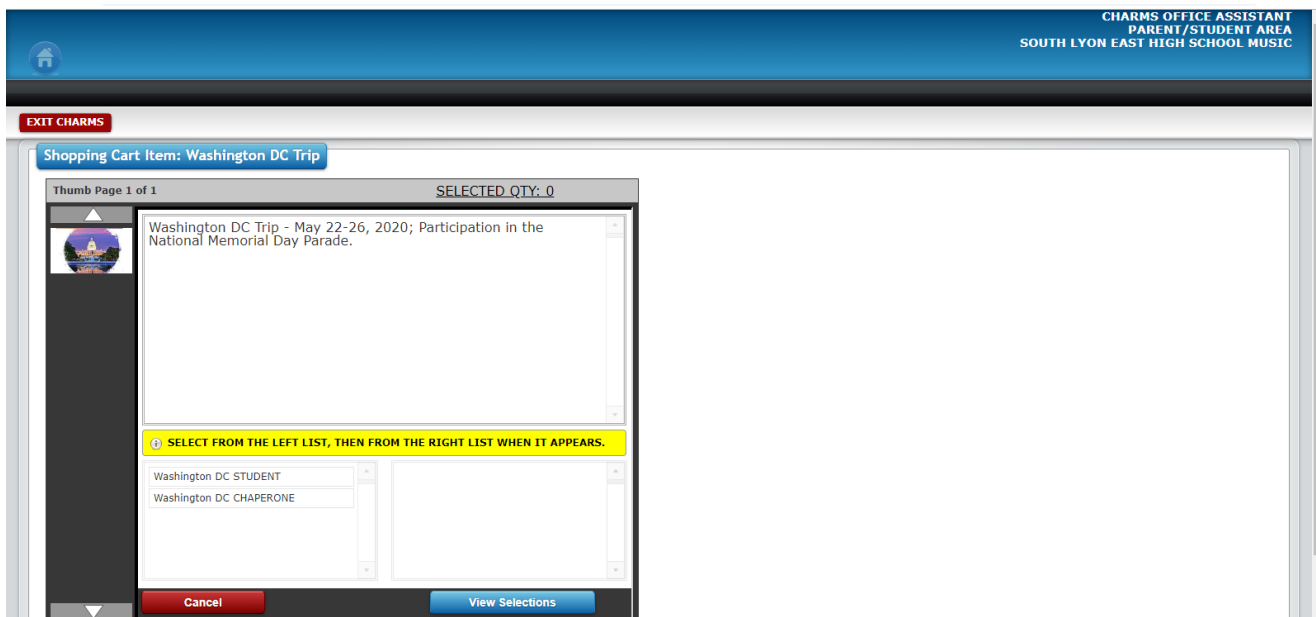


To Make an Online Payment for the Trip on Charms: STUDENTS/PARENTS

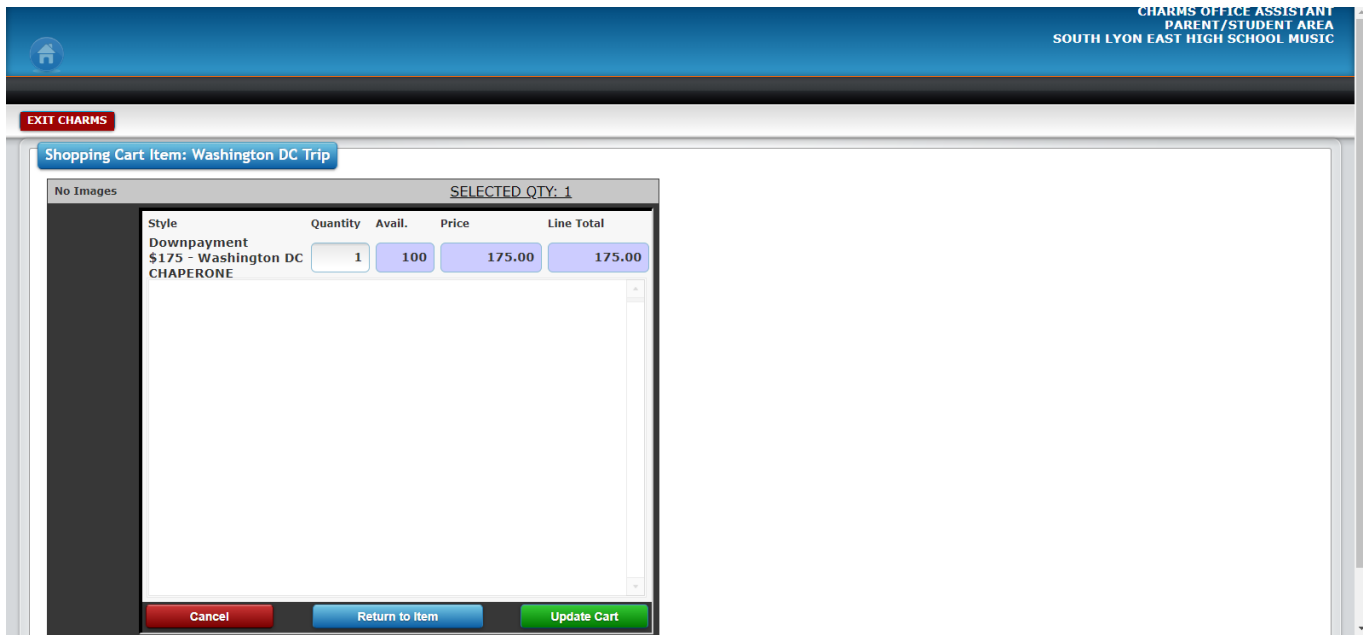
Click on the “Make a Payment Online” link from the [band website](#). You’ll see this screen:



Select green button on right “Choose”. You’ll see this screen:

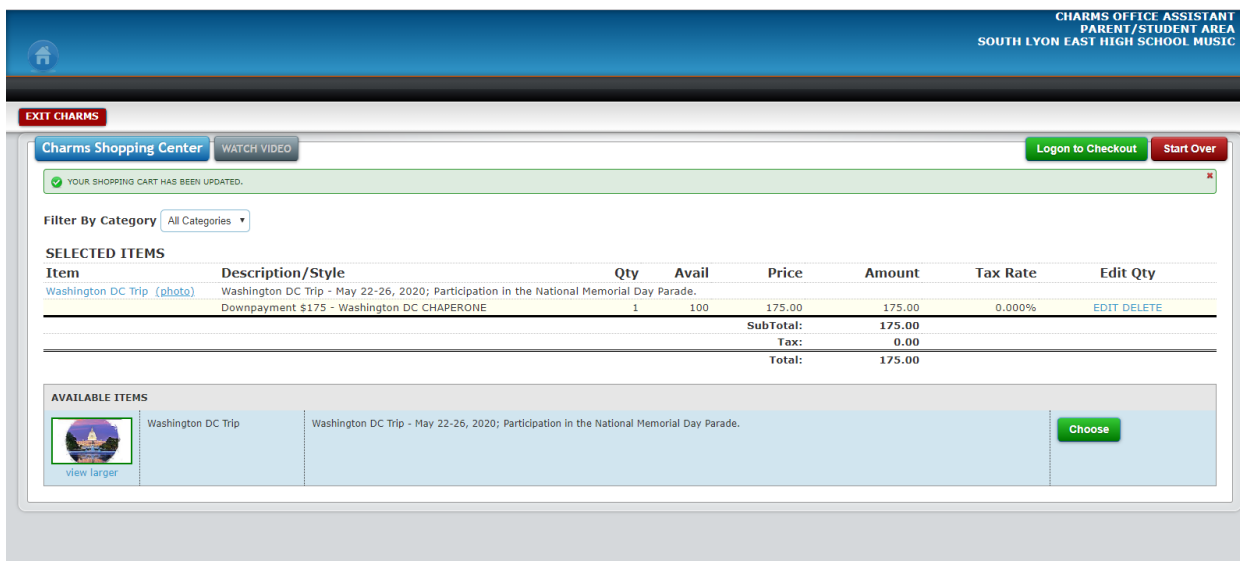


Select either **STUDENT** or **CHAPERONE** (if you need to pay for both, you’ll have to do them separately). After making that selection, a box will show up on the right that says “**Downpayment \$175**”. Select that box. You’ll see this screen:

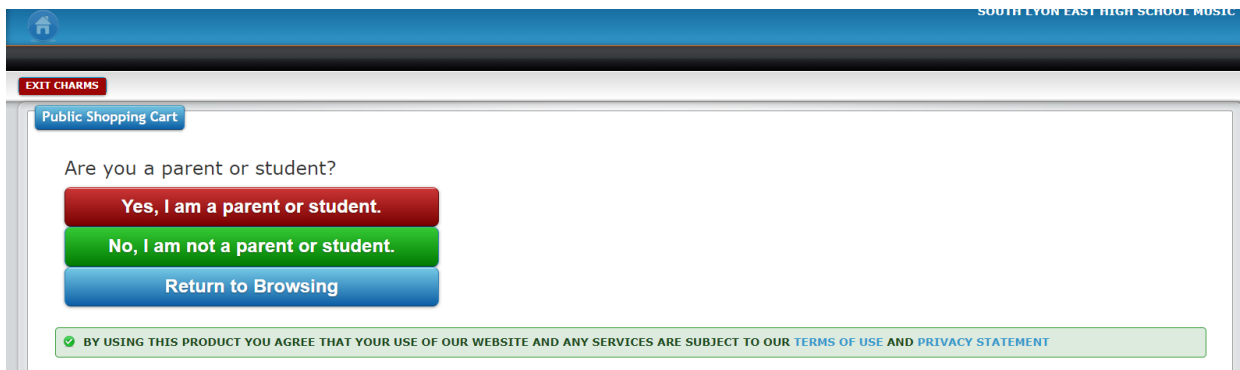


Change **Quantity** if needed (ie., both parents are chaperoning; two band students are going, etc).

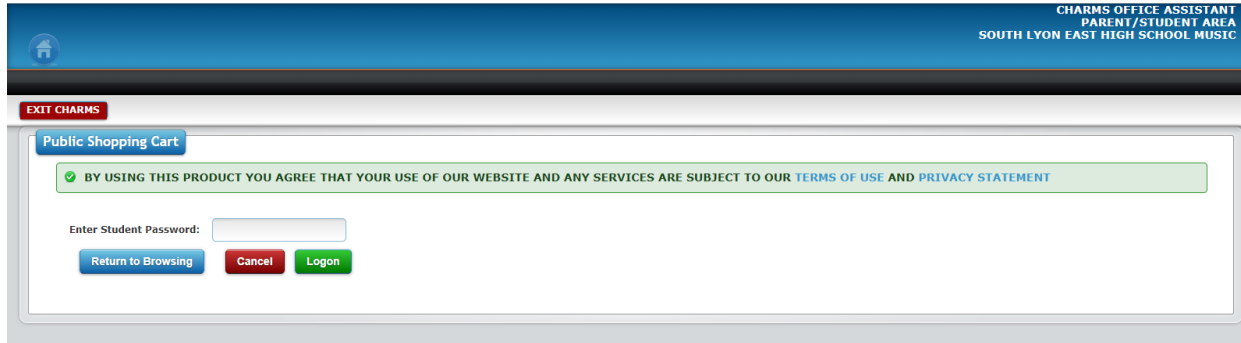
Selected **UPDATE CART**. You'll see this screen:



At this point you'll need to log on to finish your payment. Click on the Green Box, upper right of screen, "**LOGON TO CHECKOUT**". You'll see this screen:

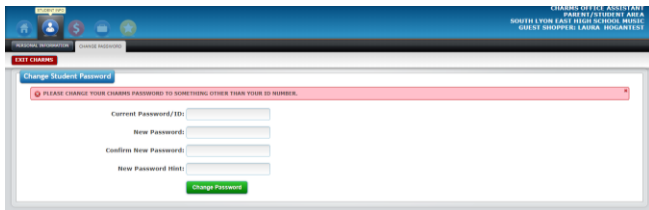


Click on “YES I AM A PARENT OR STUDENT”. You’ll see this screen:



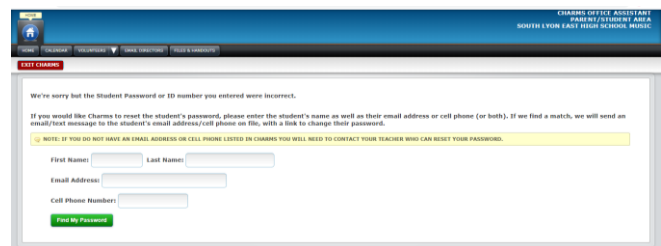
Click [HERE](#) for more information on Passwords. If this is your first time using Charms you will put in the password that was set up for you, but you will be asked to change your password before moving on. When you have changed your password, please write it down somewhere as you’ll use the new one from now on.

Enter your students’ password and click **LOGON**. **IF THIS IS YOUR FIRST TIME USING CHARMS YOU WILL SEE THIS SCREEN ASKING YOU TO CREATE A UNIQUE PASSWORD:**



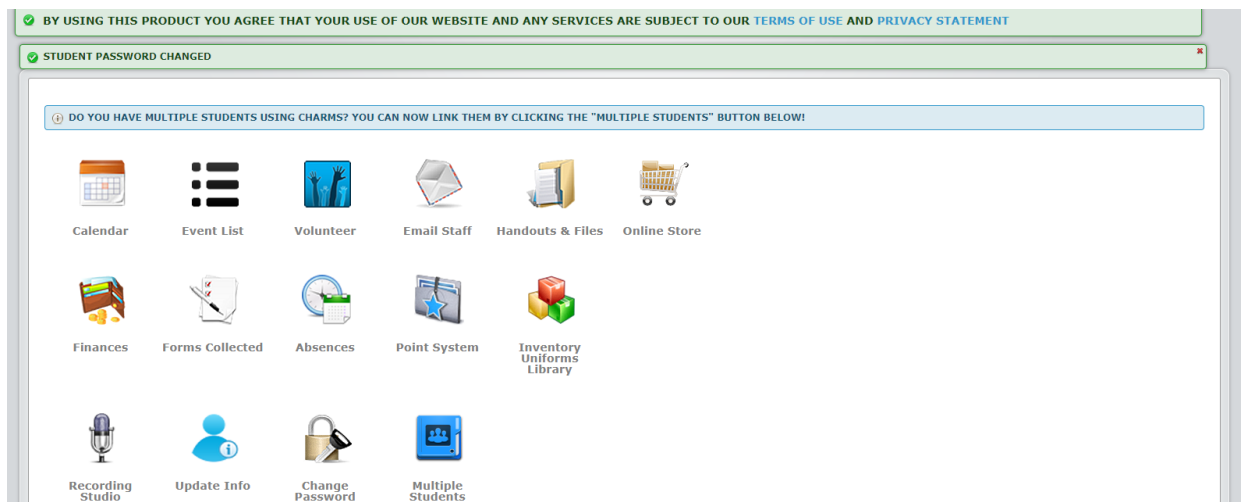
Create your new unique password. Then click on the green box “Change Password”.

If you have already changed your password, but don’t remember it, or type in the wrong password, you may see this screen:



IF YOU GET TO THIS SCREEN, STOP YOUR ORDER PROCESS AND EMAIL LAURA HOGAN (hoganl@slcs.us). She can reset your password and will get back to you very quickly. You don’t have to fill out this screen, it’s easier to just email Laura 😊

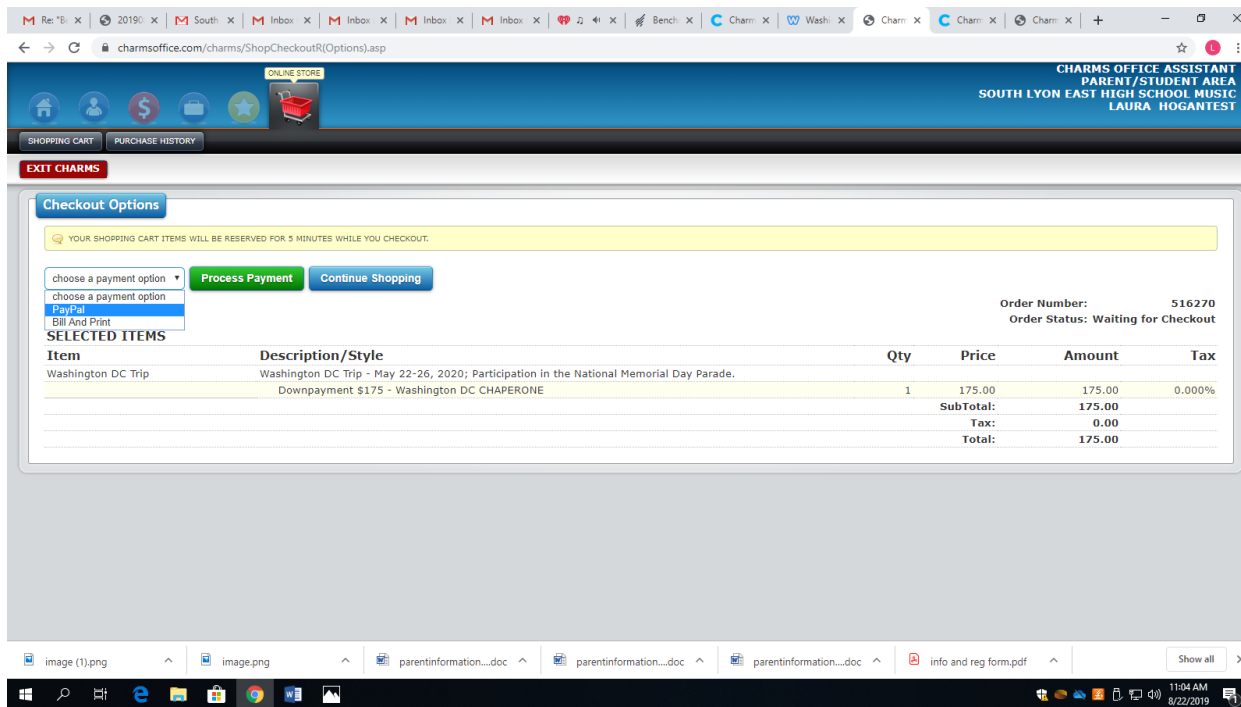
When the correct password has been received and login has been successful, you will see this screen:



You are now logged into your child's Charms account. Click on the **Online Store icon** and it should take you back to your cart.

Click on the **Green CHECK OUT Button**.

Click on an **CHOOSE A PAYMENT OPTION** and you'll see this screen:



Select your payment type, click on **PROCESS PAYMENT**. If you select PAY PAL you'll be sent to the PayPal screen and you will finish your payment following those instructions. **NOTE THAT YOU CAN PAY WITH YOUR CREDIT CARD WITHOUT USING PAY PAL**. Just scroll down to the bottom of the Pay Pal Screen where it says use Credit Card Payment and click on that.

If you wish to send a check, click on Bill and Print, and send that document in with your check, made out to **SLE Band Boosters**.

Contact Laura Hogan if you are still having difficulty. It seems like a long process, but once you get through it, it all makes sense. You will use the same process for each of the online payments as they come due.

Laura

hoganl@slcs.us