



Online Payments Instructions Charms Database

<https://www.charmsoffice.com/charms/plogin.asp>

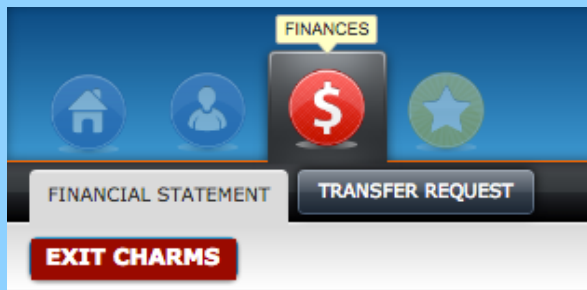
1. Login as PARENT/STUDENTS/MEMBER
School code is: scogginsband

A screenshot of the Charms login page. At the top, it says "PARENTS/STUDENTS/MEMBERS". Below that, there is a text input field for "Please enter your school code:" with a green "Enter Student/Parent Area" button. There are also links for "Need School Code? - Click Here" and "Having Trouble Entering a School Code? Click Here For Help".

2. Enter your child's student ID
(also their lunch code)

A screenshot of the password entry field. It says "Student Area Password: (Case Sensitive!)" above a text input field. To the right of the input field are "Enter" and "Show Hint" buttons. Below the input field, it says "If this is the first time you have logged in to Charms, your password is your ID number."

3. Click "Finances" in the top left



3a. Click

Make Miscellaneous Payment

at the bottom

4. Enter the amount due and a description for the payment.

A screenshot of the PayPal payment form. It features the PayPal logo and the text "Pay Through PayPal". There is a text input field for "Amount to Pay" with a dollar sign, a text input field for "Description", and a green "Start Payment" button.

5. Proceed through the PayPal payment system. After your transaction is complete, you will be redirected to the Charms website in order to log out.

Please note, you do not need a PayPal account to make online payments in Charms. You can simply make the payment as a PayPal guest.