CHARMS Instructions for paying participation fee with a debit or credit card via PayPal

1. After you log into CHARMS, click on the FINANCES ICON as shown here:



2. On the following screen, find the line that shows **not paid** /Participation Fee and click the PayPal slider button to turn it blue. Then click the **BLUE** "Pay Fixed Payments" button above it.

	NBFER REQUEST			
udent Financia	l Statement			
	Trip Ledger Balance Credit	0.00		
	Fixed Payments Due	55.00		
	Fundraising Balance Credit	0.00		
	Miscellaneous Balance Credit	0.00		
	Store Balance	\$ 0.00		
nere are no sch	TOTAL BALANCE DUE	\$ 55.00		
<b>here are no sch</b> Student Fixed P. Paid Date	TOTAL BALANCE DUE eduled trips for this student ayment Detail Pay Fixed Payments	\$ 55.00	Dep. Num	
<b>here are no sch</b> Student Fixed P Paid Date <b>not paid</b>	TOTAL BALANCE DUE eduled trips for this student ayment Detail Pay Fixed Payments Item Participation Fee	\$ 55.00	Dep. Num	_
tere are no sch Student Fixed Pr Paid Date tot paid	TOTAL BALANCE DUE eduled trips for this student ayment Detail Pay Fixed Payments Item Participation Fee Total Fixed Payments Paid Total Fixed Payments Paid Total Fixed Payments Paid Total Unpaid Fixed Payments	\$ 55.00 Amt. 55.00 \$55.00 \$55.00 \$55.00	Dep. Num	

3. Next you will see the PayPal gateway screen, where you will click the green "Start Payment" button:

			· ·	 CHARMS OFFICE ASSISTANT PARENT/STUDENT AREA WALTON HIGH SCHOOL CHOIR SAMPLE STUDENT
FINANCIAL STATEMENT	TRANSFER REQUEST			
EXIT CHARMS				
Fixed Paymer	nts			
	A SECURITY, CLOSE THE WEB BROW	SER AFTER MAKING YOUR	R PAYPAL PAYMENT.	
	Fixed Payments to Pay	55.00 Participation Fee	ugh PayPal	
	Total to Pay	: \$ 55.00		
		5 Start Payment		

4. This will take you to a PayPal screen for payment. You may either log into your (or create a new) PayPal account, or click the gray button "Pay with Debit or Credit Card"

PayPal	
Pay with PayPal	
Email	•••
Password	
Stay logged in for faster checkout (?) Not recommended on shared devices.	
Log in	
Having trouble logging in?	
Pay with Debit or Credit Card	
Cancel and return to Walton Choral Booster Club, Inc. English   Français   Español   $\Phi \mathfrak{A}$	
Contact Us Privacy Legal Worldwide	

5. Click on the green Complete Payment button as illustrated below.

	CHARMS OFFICE ASSISTANT PARENT/STUDENT AREA WALTON HIGH SCHOOL CHOIR
FINANCIAL STATEMENT TRANSFER REQUEST	
EXIT CHARMS	
Make PayPal Payment	
Please click the button below to finalize your \$55.00 payment .	
Cancel	

6. When you have completed your payment you will be returned to CHARMS with a confirmation screen:

FINANCES DE LA COMPANYA	CHARMS OFFICE ASSISTANT PARENT/STUDENT AREA
者 🔺 🧕 😥	WALTON HIGH SCHOOL CHOIR
FINANCIAL STATEMENT TRANSFER REQUEST	
EXIT CHARMS	
Paid: Fixed Payment Items	
PAYPAL PAYMENT SUCCESSFUL	
Thank you for your Fixed Payment Items of \$55.00 for the second	
A receipt for your payment has been emailed to you and the payment has been posted to the student's	Fixed Payment Ledger.