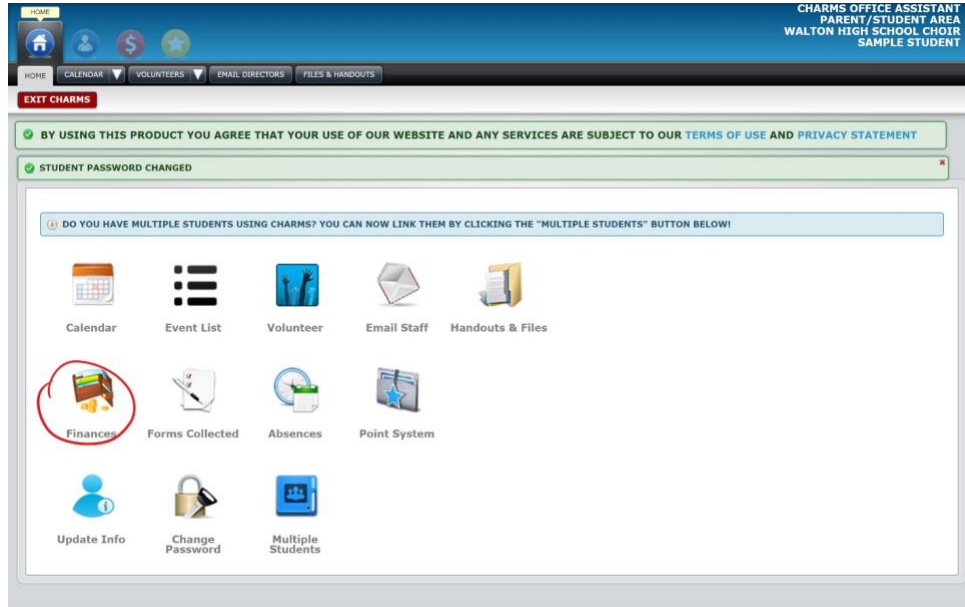
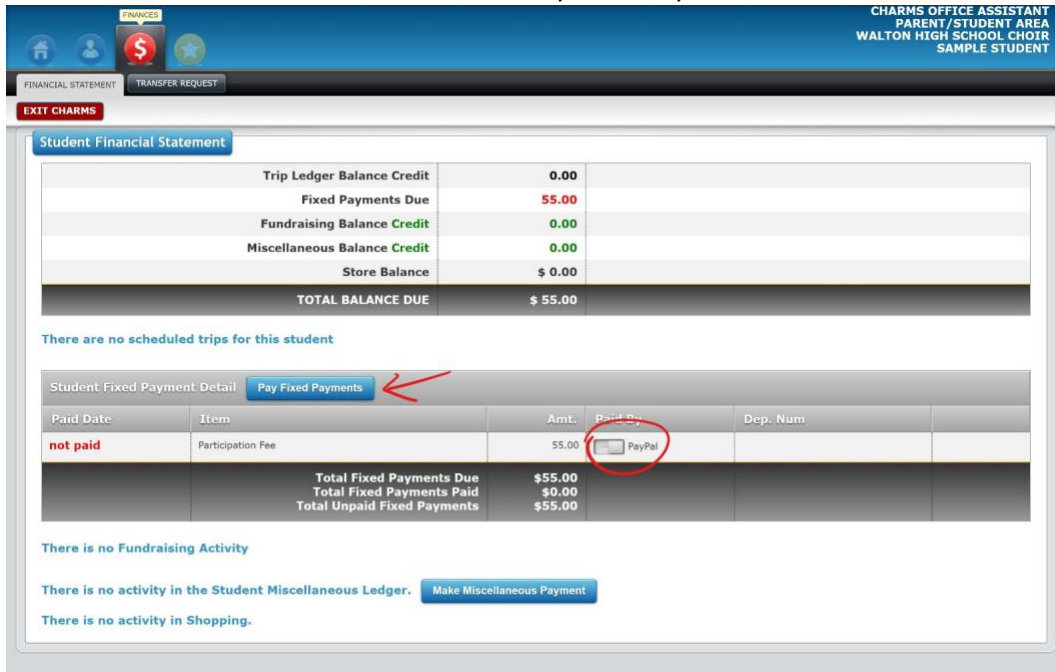


## CHARMS Instructions for paying participation fee with a debit or credit card via PayPal

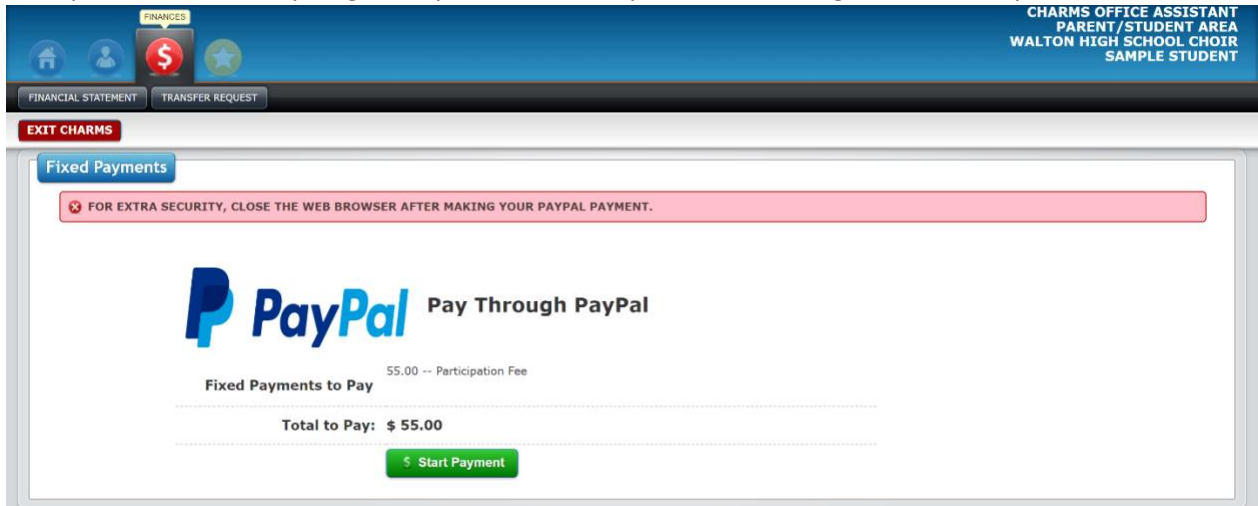
1. After you log into CHARMS, click on the FINANCES ICON as shown here:



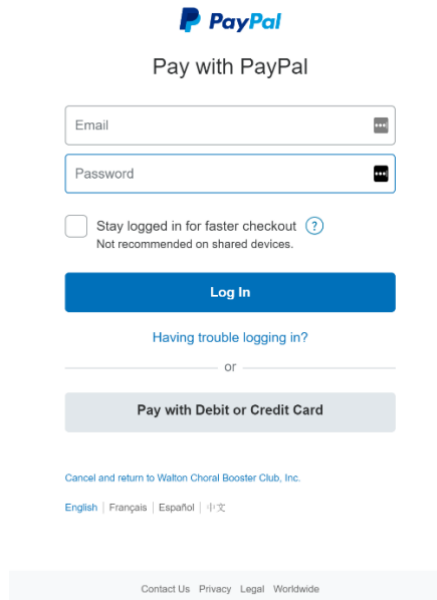
2. On the following screen, find the line that shows **not paid** /Participation Fee and click the PayPal slider button to turn it blue. Then click the **BLUE** "Pay Fixed Payments" button above it.



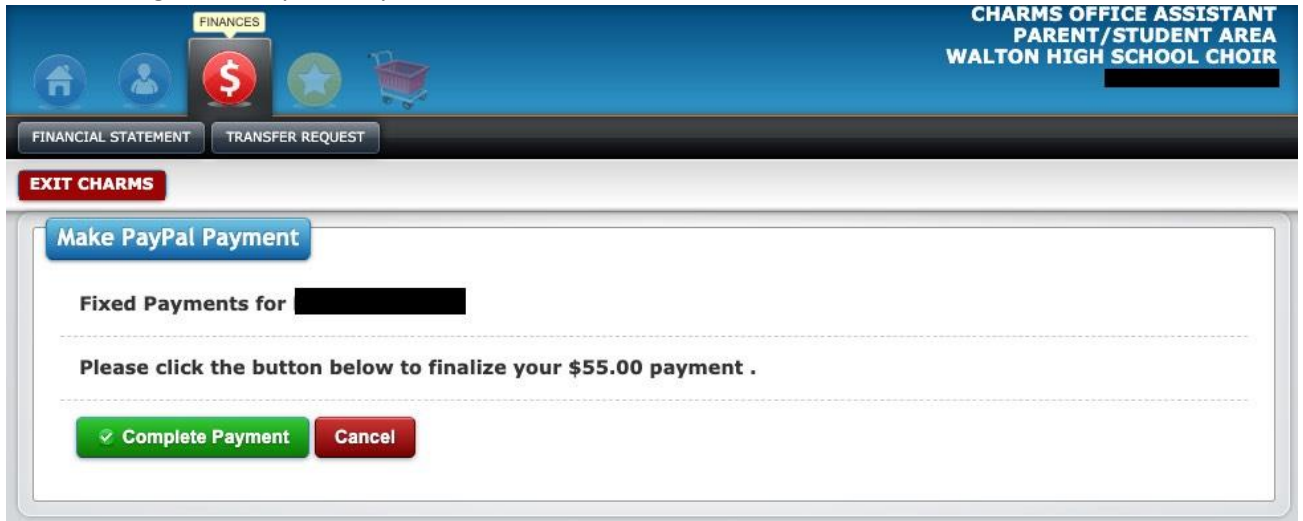
3. Next you will see the PayPal gateway screen, where you will click the green “Start Payment” button:



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”



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



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

