How to find your financial statement:

- 1. Go to the charms website- https://www.charmsoffice.com
- 2. Click on Enter/Login and select Parents/Students/Members
- 3. Enter your school code chapelhillband

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	Charms	Office Assistant		
	& Teacher/Helper	Parents/Students/Members		
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		Enter Parent Area		
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4. Click the Enter Parent Area

5. Enter your Student Area Password – this will either be your password from last year or if you are new then it will be your first letter of your student's name in capital followed by your student's last name with the first letter capitalized (e.g. Enthusiastic Bandmember would be EBandmember)

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		CHARMS OFFICE ASSISTANT PARENT/STUDENT AREA CHAPEL HILL HIGH SCHOOL BAND
EXIT CHARMS		
BY USING THIS PRODUCT YOU AGREE THAT YOUR USE OF OUR	R WEBSITE AND ANY SERVICES ARE SUBJECT TO OU	R TERMS OF USE AND PRIVACY STATEMENT
Student Area Password: (Case Sensitivel)	Trip Chaperone Password:	Non-Parent Volunteer ID:
Public Calendar Email Staff Handouts & Files Website	Suest Shopping	
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If you've forgotten your password, enter anything into the student area password. This screen will appear and allow you to find/reset it.

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	FILES & HANDOUTS		CHARMS OFFICE ASSISTANT PARENT/STUDENT AREA CHAPEL HILL HIGH SCHOOL BAND
EXIT CHARMS			
We're sorry but the Student Password or 3 If you would like Charms to reset the stud match, we will send an email/text messag	ID number you entered were incorre lent's password, please enter the st je to the student's email address/ce	act. udent's name as well as their Il phone on file, with a link to	email address or cell phone (or both). If we find a change their password.
Q NOTE: IF YOU DO NOT HAVE AN EMAIL ADDR	ESS OR CELL PHONE LISTED IN CHARMS YO	U WILL NEED TO CONTACT YOUR T	EACHER WHO CAN RESET YOUR PASSWORD.
First Name: Last Na	ime:		
Cell Phone Number:			
Find My Password			
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- 6. Click Enter
- 7. Find the Finances icon and click on Finances.



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Anarovices		CHARMS OFFICE ASSISTANT PARENT/STUDENT AREA CHAPEL HILL HIGH SCHOOL BAND ENTHUSIASTIC BANDMEMBER
EXIT CHARMS		
Student Financial Statement		
Trip Ledger Balance Credit	0.00	
Fixed Payments Due	0.00	
Fundraising Balance Credit	0.00	
Miscellaneous Balance Credit	0.00	
Store Balance	\$ 0.00	
TOTAL BALANCE DUE	\$ 0.00	
There are no scheduled trips for this student There are no fixed payments setup. There is no Fundraising ActivitySELECTACTIVITY M There is no activity in the Student Miscellaneous Ledger. M There is no activity in Shopping.	ake Fundraising Payment Take Miscellaneous Paymen	

8. This is your student financial statement page. It will show trip balances, fundraising credits and miscellaneous balance and total. A negative in the miscellaneous balance due is how much you owe. But a negative number in total balance due means you have a credit.

9. You can scroll down to see the changes to your account.

10. To pay by credit card. For fairshare: click on the Make Miscellaneous Payment button. That will open up pay pal for you to enter your payment.

11. Enter amount to pay and description then click start payment. To enter your credit card information.

12. Any questions email the treasurer treasurer@chapelhillband.org