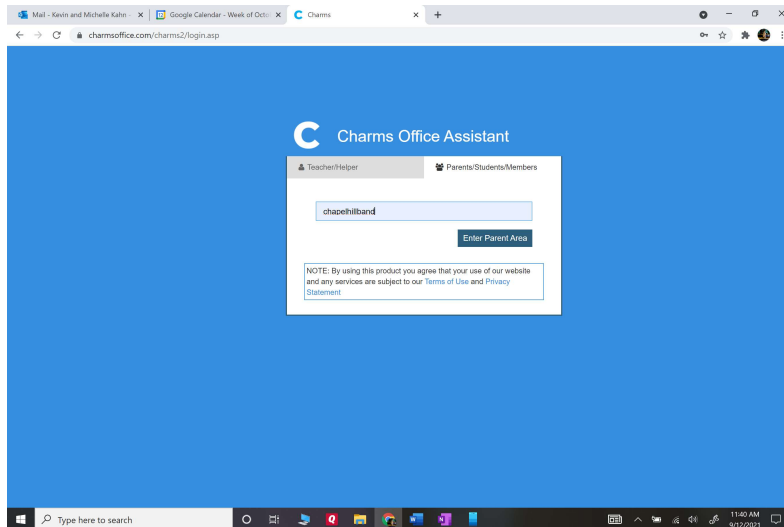
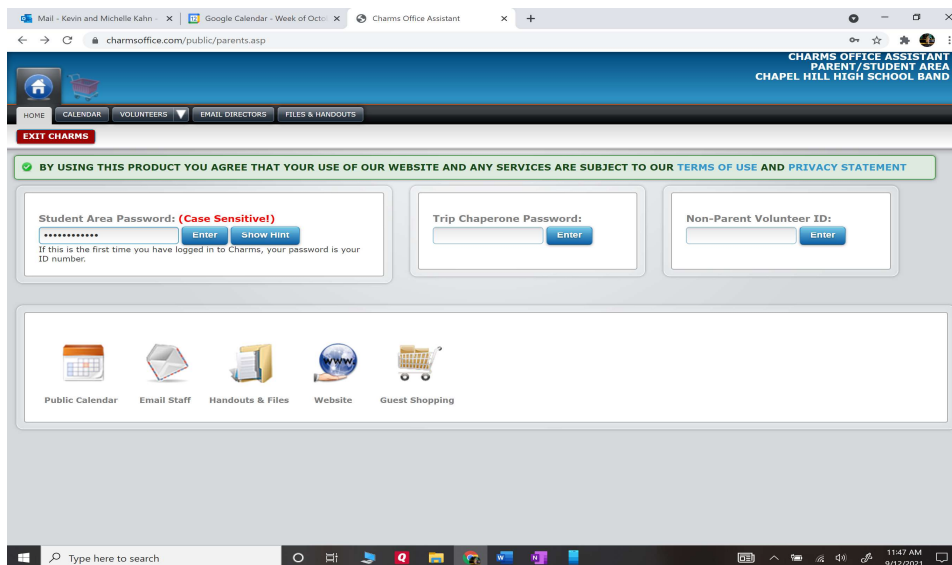


How to find your financial statement:

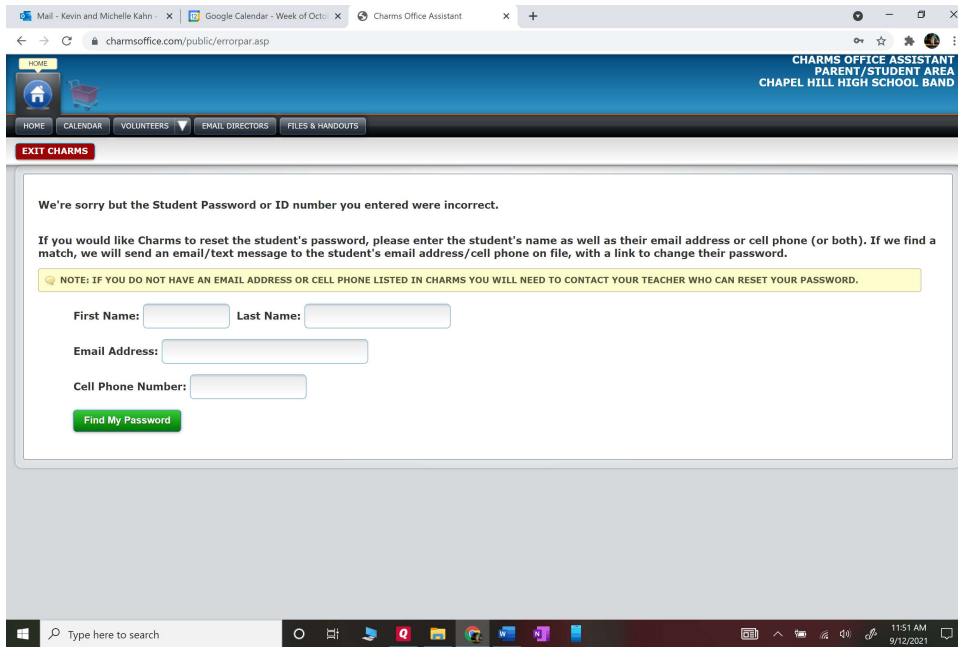
1. Go to the charms website- <https://www.charmsoffice.com>
2. Click on Enter/Login and select Parents/Students/Members
3. Enter your school code – chapelhillband



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)

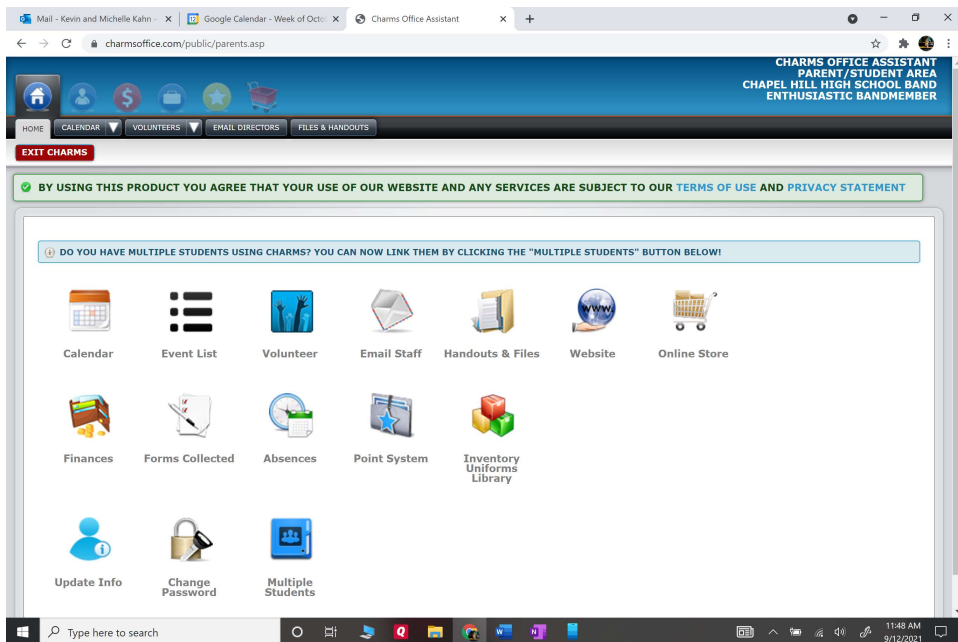


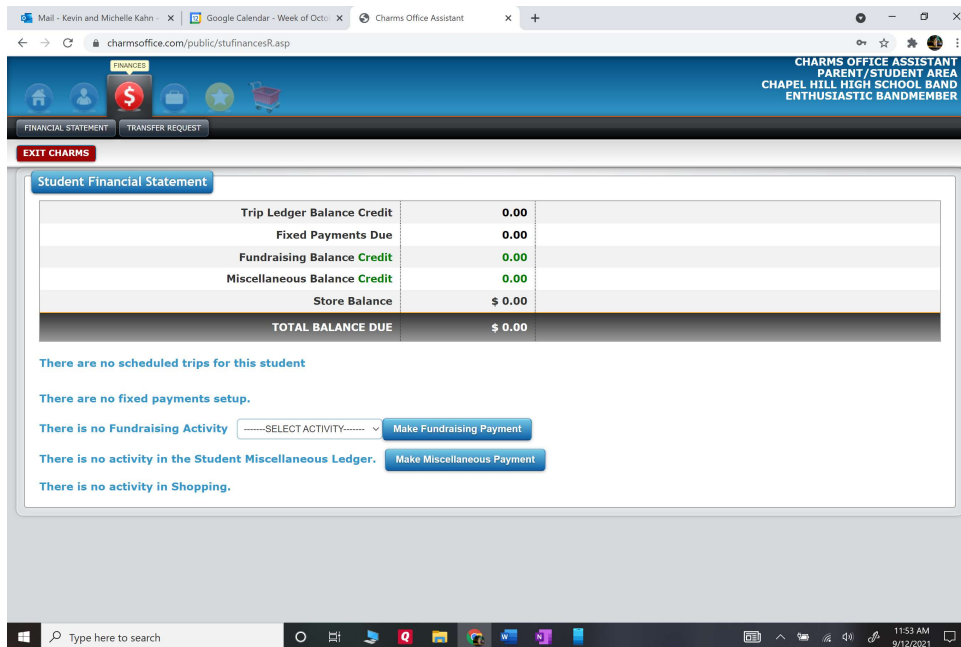
If you've forgotten your password, enter anything into the student area password. This screen will appear and allow you to find/reset it.



6. Click Enter

7. Find the Finances icon and click on Finances.





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