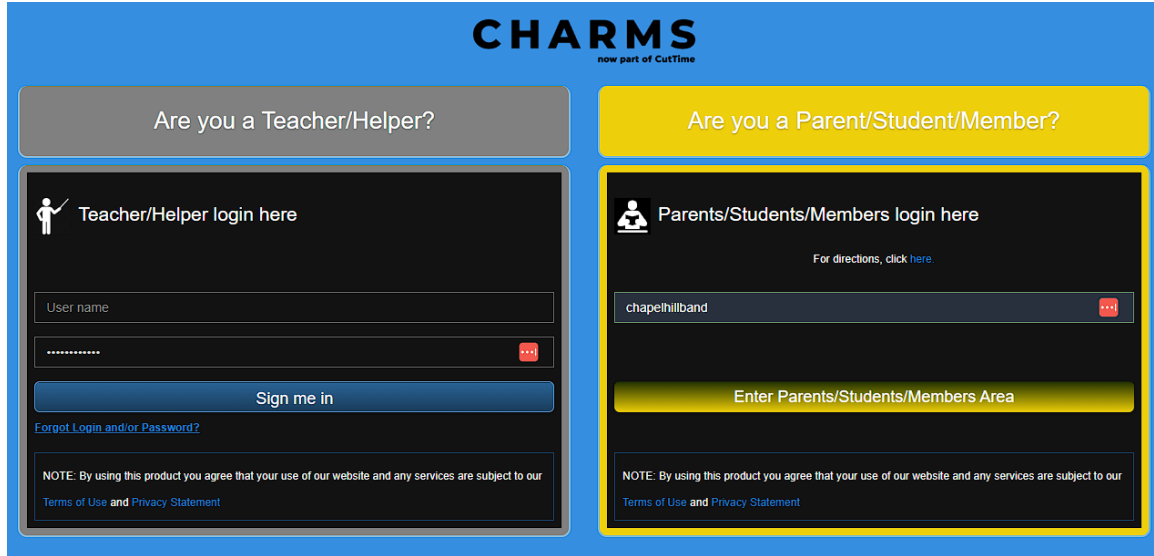
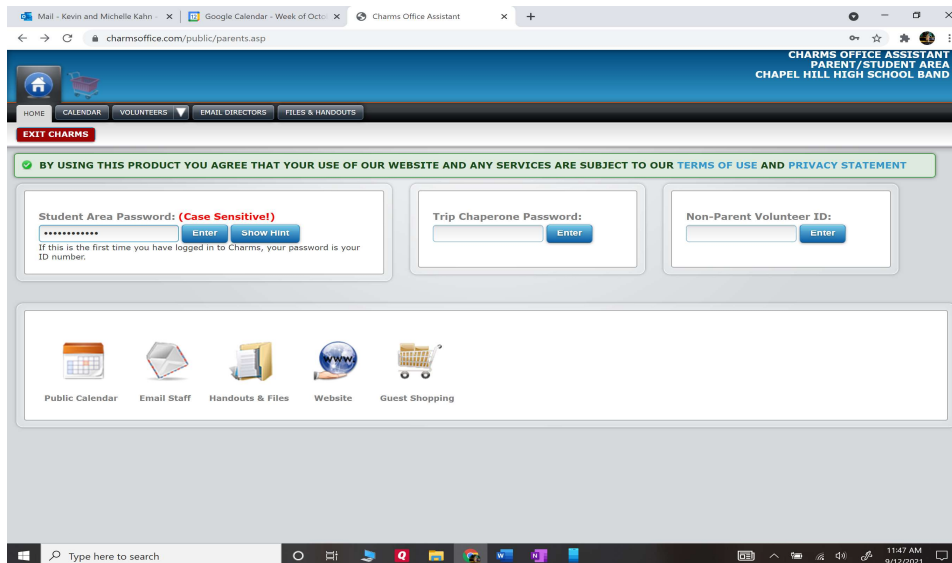


How to find your financial statement:

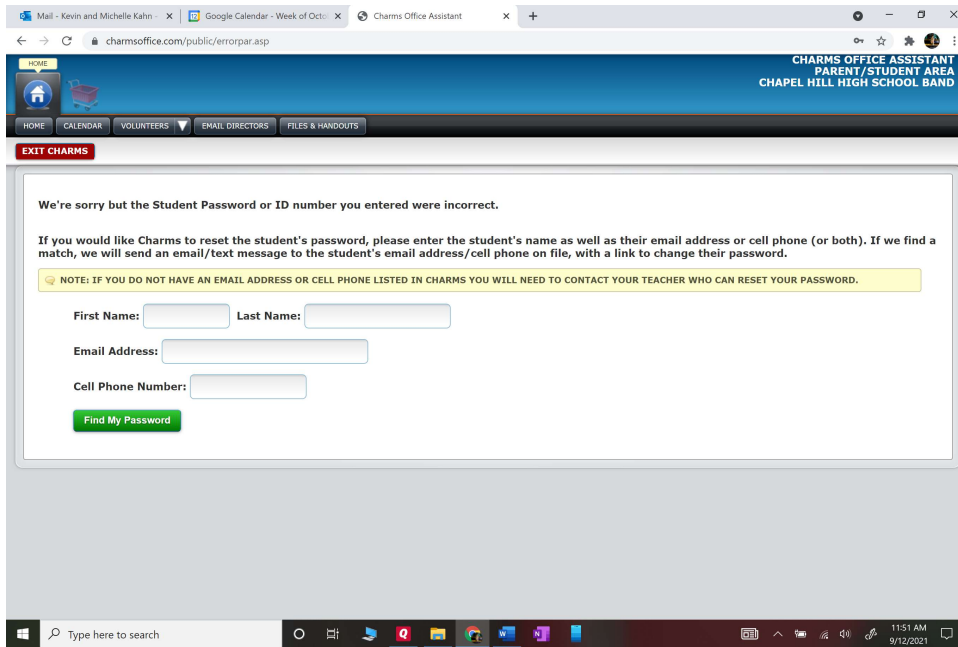
1. Go directly to the Charms website login here:
<https://www.charmsoffice.com/charms2/login.asp>
2. Under the Parents/Students/Members login type our school code: **chapelhillband**
3. Click the Enter Parents/Students/Members Area.
4. See the screenshot below if you have questions.



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)

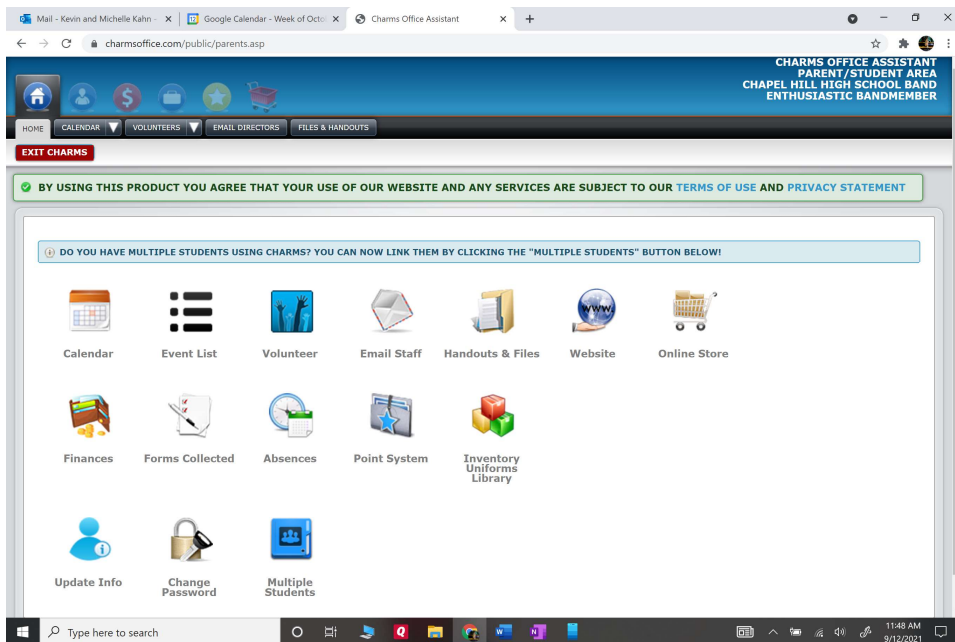


If you've forgotten your password, enter anything into the student area password. This screen will appear and allow you to find/reset it.



6. Click Enter

7. Find the Finances icon and click on Finances.



The screenshot shows a web browser window with the URL `charmsoffice.com/public/stuFINANCESR.asp`. The page header includes navigation links for 'FINANCIAL STATEMENT' and 'TRANSFER REQUEST', and a user profile for 'CHARMS OFFICE ASSISTANT PARENT/STUDENT AREA CHAPEL HILL HIGH SCHOOL BAND ENTHUSIASTIC BANDMEMBER'. The main content area is titled 'Student Financial Statement' and contains the following table:

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

Below the table, there are four informational messages, each with a corresponding button:

- 'There are no scheduled trips for this student.'
- 'There are no fixed payments setup.'
- 'There is no Fundraising Activity' with a dropdown menu labeled '-----SELECT ACTIVITY-----' and a 'Make Fundraising Payment' button.
- 'There is no activity in the Student Miscellaneous Ledger.' with a 'Make Miscellaneous Payment' button.
- 'There is no activity in Shopping.'

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 PayPal 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