

How to Make a Payment in Charms

After logging into Charms, click on the Finances icon.



Finances

There are three types of payments you can make using this option:

- Trip: Using this option you can pay for Band Trips.
- Fixed Payment: We do not have payments turned on for this section. Please use the Miscellaneous Payment section for paying band fees.
- Miscellaneous Payment: Allows you to make a payment for any miscellaneous charges or for your extended payment plan. *Use this option for making an extended payment plan payment.*

If you want to make a Trip and a Band Fee payment, you will have to complete two separate PayPal / Credit Card transactions.

Trips

For additional information on making a trip payment, please go to the [Spring Trip page on LHABC.org](#)

1. In the Trip section, select the current trip from the dropdown and then click the Make Trip Payment button.

Sort By Date Group By Trip

Trip Ledger Detail		Hawaii 2016	Make Trip Payment		
Paid Date	Trip	Amt Applied	Paid By	Paid From	Dep. Num
6/20/2015	Hawaii 2016 - 1,850.00	100.00	G-Cash	GT	0620
6/20/2015	Hawaii 2016 - 1,850.00 LHABC Subsidy (option)	400.00		TR	
TRIP BALANCE DUE (inc options):		\$1,350.00			

2. You will be presented with a Start PayPal screen. Please enter the amount you would like to pay. Once you click the Start Payment process, you will be taken to PayPal to complete your payment. From there, you can either log into PayPal or use a credit card. (see PayPal section at end of document.)

Make Trip Payment

FOR EXTRA SECURITY, CLOSE THE WEB BROWSER AFTER MAKING YOUR PAYPAL PAYMENT.

 Pay Through PayPal

Make Trip Payment - Corpus 2015

Amount to Pay \$

Fixed Payment:

1. In the Fixed Payment section, you will see your outstand band fees. You **CANNOT** make a payment in this section. You need to move down the Miscellaneous Payments section.

Student Fixed Payment Detail		Pay Fixed Payments	
Paid Date	Item	Amt.	Paid By
8/9/2015	Instrument Usage Fee	75.00	Credit
not paid	Returning LHHS Student Fees (1)	380.00	not for online payment

Miscellaneous Payments

1. In the Miscellaneous Payment section, click the Make Miscellaneous Payment button

Student Miscellaneous Ledger Detail		Make Miscellaneous Payment				
Date	Notes	Amt	Running Balance	Paid By	Dep. Num	Paid To
8/9/2014	Extended Payment Plan - Registration	76.00	76.00	Check-4354	0901	Booster Club
Total		76.00				

3. You will be presented with a Start PayPal screen. Please enter the amount you would like to pay, and what the payment is for. Once you click the Start Payment process, you will be taken to PayPal to complete your payment. From there, you can either log into PayPal or use a credit card. (see PayPal section at end of document.)

Add to Student Ledger

FOR EXTRA SECURITY, CLOSE THE WEB BROWSER AFTER MAKING YOUR PAYPAL PAYMENT.



Pay Through PayPal

Amount to Pay \$ 76.00

Description Extend Payment option - Oct Payment

Start Payment

PayPal:

At the PayPal screen, you will see an option to login if you have a PayPal account, or to use a credit card:

Lake Highlands Area Band Club

PayPal 🛒 \$76.00

Pay with PayPal English

As a member, your eligible purchases are covered by [PayPal Purchase Protection](#).

Email

Password

Stay logged in for faster checkout [?](#)

Log In

[Forgot your email or password?](#)

or

Pay with Debit or Credit Card ←

[Cancel and return to Lake Highlands Area Band Club](#)