

Instructions to Log on to Charms and pay dues via Paypal

1. Go to <https://www.charmsoffice.com/charms/plogin.asp>
2. Enter the school code **ChoirCincoRanchHS** and click on the Enter Charms button

Charms Parent/Student/Member Area

Please Enter Your School Code:

ChoirCincoRanchHS

(for a demo, please enter "cornchoir" or "ehsband")

Enter Charms

Need School Code? ▾

3. Enter your student password. If this is your first time to use Charms, this will be your Student's ID #. Your student should have this or you may obtain it from their transcript or the online Home Access Center where the grades are posted

CHARMS OFFICE ASSISTANT
PARENT/STUDENT AREA
CINCO RANCH HIGH SCHOOL CHOIR

HOME CALENDAR VOLUNTEERS EMAIL DIRECTORIES FIND MUSIC

EXIT CHARMS

Student Area Password: (Case Sensitive!)
Enter Show Hint
If this is the first time you have logged in to Charms, your password is your ID number.

Trip Chaperone Password:
Enter

Public Calendar Email Staff Website

4. Click on the **Red \$ sign (Finances)**

HOME

HOME CALENDAR VOLUNTEERS EMAIL DIRECTORIES FILES & HANDOUTS FIND MUSIC

EXIT CHARMS

DO YOU HAVE MULTIPLE STUDENTS USING CHARMS? YOU CAN NOW LINK THEM BY CLICKING THE "MULTIPLE STUDENTS" BUTTON BELOW!

Calendar Event List Volunteer Email Staff Handouts & Files Website

Finances Forms Collected Absences Point System Inventory Uniforms Library Instrument Insurance

Recording Studio Update Info Change Password Multiple Students

5. Click on the Make Miscellaneous Payment button on the next screen

Trip Ledger Balance Credit	0.00
Fixed Payments Due	0.00
Fundraising Balance Credit	0.00
Miscellaneous Balance Credit	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 Activity

There is no activity in the Student Miscellaneous Ledger.

[Make Miscellaneous Payment](#)

6. Enter the \$ amount due and a description which should include your student's name eg. Joe Smith – Choir Fees and other items and click on Start payment

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

PayPal

Pay Through PayPal

Amount to Pay \$

Description

Additional Donation: 3%

[Start Payment](#)

NOTE: FEE OF 3% ADDED TO COVER PAYPAL TRANSACTION FEE. NET MONIES RECEIVED WILL BE CREDITED TO YOUR ACCOUNT.

7. Click on Pay with credit / Debit card to begin the process that allows you to enter your credit or debit card details.

CRHS Choir Booster Club

[Cancel and return to CRHS Choir Booster Club](#)

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