

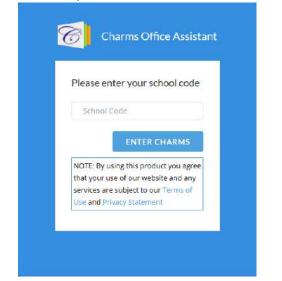
Pedro Menendez High School • 600 State Road 206 • St. Augustine, FL 32086 Falcon Regiment Band Boosters Association

## **Making Online Payments with Charms**

1. Access Charms' website.



3. Enter your school code **PedroMHSBand** and then click



4. For **Student Area Password**, type your password, and then click **Enter**. If this is your first time using Charms the password will be your child's school student ID (use numbers ONLY).

| Student Area Password: (Car<br>Ent<br>f this is the first time you have logged<br>password is your ID number. | er Show Hint         |                      | Trip Chap                          | erone Passwe | ord:<br>Enter    | Non-Parent Voluntee           |
|---|----------------------|----------------------|------------------------------------|--------------|------------------|-------------------------------|
|   |                      |                      |                                    |              | /(               | LTIPLE STUDENTS' BUTTON BELOW |
|   | O DO YOU RAVE N      | • • • • •            | SINC CHAIRNES YOU                  |              |                  |                               |
|   | HILLS MY             |                      |                                    |              |                  |                               |
|   | Calendar             | e eest<br>Event List | Volunteer                          | Email Staff  | Handouts & Files | Website                       |
|   |                      | Event List           | Volunteer                          | Email Staff  | Handouts & Files | Website                       |
|   | Coloreda<br>Finances |                      | Volunteer<br>Columneer<br>Absences | Email Staff  | Handouts & Files | Website.                      |
|   | Finances             |                      | 0                                  | 凤            | Investory        | Website.                      |

6. Make the applicable credit card payment.



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• For a Miscellaneous Ledger Payment, in the **Student Miscellaneous Ledger Detail** section, click **Make Miscellaneous Payment**.

| sudencer ma   | inclai Statement  |   |
|---------------|---|---|
|               | Trip Ledger Bal   | ance Credit   |
|               | Fixed Pay   | ments Due   |
|               | Fundraising Bal   | ance Credit   |
|               | Miscellaneous Bal                                       | ance Credit   |
|               | CREDI   | T BALANCE   |
|               | ed Payment Detail Pay Exed Payments                     |   |
| Paid Date     | Item<br>Total F   | ixed Payments Due   |
| Paid Date     | Total F<br>Total F                                      | ixed Payments Due<br>ixed Payments Paid<br>aid Fixed Payments |
|               | Total F<br>Total F                                      | ixed Payments Paid  |
| There is no f | Total F<br>Total F<br>Total Unp                         | ixed Payments Paid<br>aid Fixed Payments                      |
| There is no f | Total F<br>Total F<br>Total Unp<br>Fundraising Activity | ixed Payments Paid<br>aid Fixed Payments                      |

7. Verify the **Total to be Charged to Card** is correct, add you credit card information, and then click **Start Payment**. Note our band will use **AffiniPay** for credit card payments. If you have any issues email <u>bandboosterspmhs@gmail.com</u>.

| EMENT: CTRANSFER REQUEST:        | -          |             |                  |          |
|----------------------------------|------------|-------------|------------------|----------|
|                                  |            |             |                  |          |
| AP - Pay 1                       | Throug     | h Affini    | Pay              |          |
| Amount to Pay<br>and Description | 5          |             |                  |          |
| NOTE: THIS PER                   | IS TO COVE | R THE CREDI | IT CARD PROCESSI | ING FEE. |
| "Additional<br>Donation":        | 1.95%      |             |                  |          |
| Total to be<br>Charged to Card:  | \$ 0       |             |                  |          |
| Card numb                        | er:        | Expires:    |                  |          |
| Name on card:                    |            | Card code   | é                |          |
|                                  |            |             |                  |          |
| Billing address:                 |            |             |                  |          |
| Shoot number                     |            |             |                  |          |
| Apartment or sullsi              | Phone      |             |                  |          |
|                                  | State      | ÷           |                  |          |
| 21pt conthe                      | United S   | tates ‡     |                  |          |
| Email address:                   |            |             |                  |          |
|                                  |            |             |                  |          |