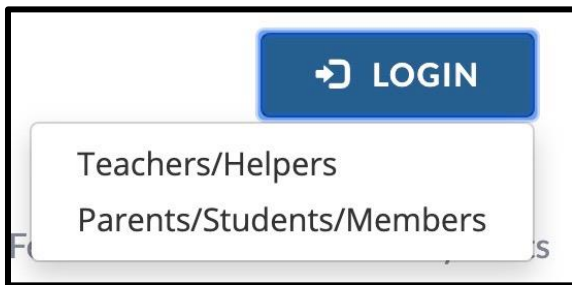
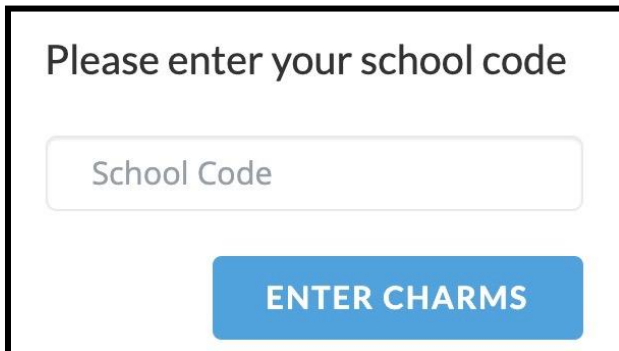


## Steps to Pay Music Department Band/Choir Fees

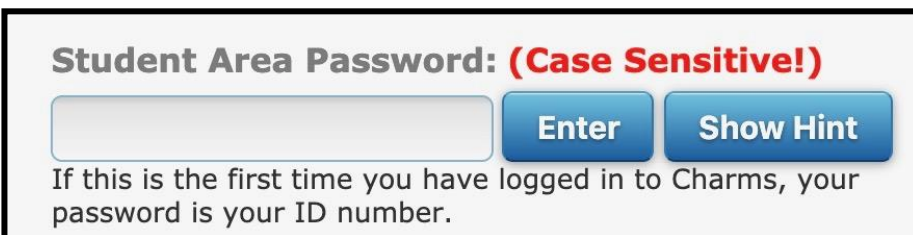
- 1) Go to [www.Charmsoffice.com](http://www.Charmsoffice.com)
- 2) Click Login
- 3) Click Parent/Student/Members



- 4) Enter our School Code – mokenamusic

A screenshot of a form titled "Please enter your school code". It features a text input field with the placeholder text "School Code" and a blue button labeled "ENTER CHARMS" below it.

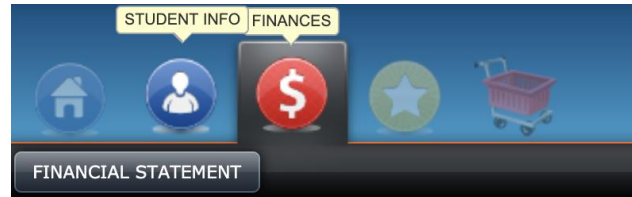
- 5) Enter student password (this is either the password you have set up OR your child's student ID number). If you have trouble logging in, please contact Mrs. Bussean at [busseank@mokena159.org](mailto:busseank@mokena159.org) and she will reset your child's password back to their student ID number (this number can be found in Skyward)

A screenshot of a form titled "Student Area Password: (Case Sensitive!)". It includes a text input field, a blue "Enter" button, and a blue "Show Hint" button. Below the input field, there is a note: "If this is the first time you have logged in to Charms, your password is your ID number."

- 6) Click on the Finances Icon to determine if your child has any IBA (Individual Bank Account) funds you can apply to your fees.



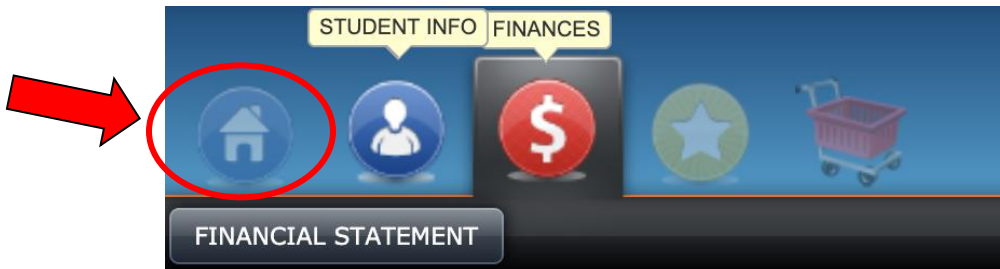
OR



- 7) If you see a credit amount, that means you have money available in your IBA to use. This number should be in green. If you see a negative amount in red, you still owe money from before and will need to pay this amount before registering your child for band/choir for the 2019-2020 school year).

Student Financial Statement		
Trip Ledger Balance Credit	0.00	
Fixed Payments Due	0.00	
Fundraising Balance Credit	0.00	
Miscellaneous Balance Due	-0.00	negative amount indicates a balance due.
<b>TOTAL BALANCE DUE</b>	<b>\$ 0.00</b>	

- 8) Click the house icon in the top left of the screen to return to the home page



9) Click the Online Store (shopping cart) icon



10) Click on the appropriate choose button for the District Fee for participation in band or choir

11) Click on "no description to add item to cart"



12) Click on Update Cart

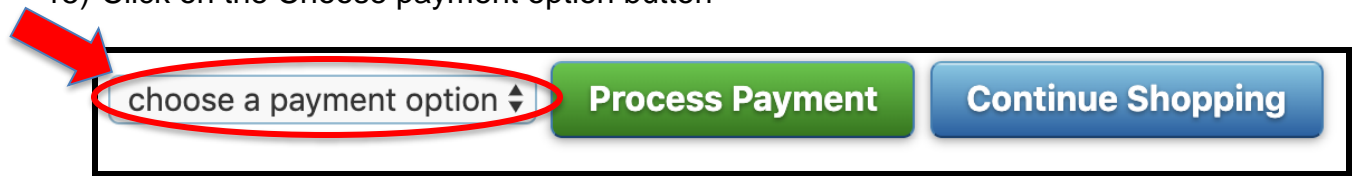


13) Scroll down and click on the next Choose button for whatever items you need to add to your cart and follow the instructions in line 12 and 13 until you have all items in your cart.

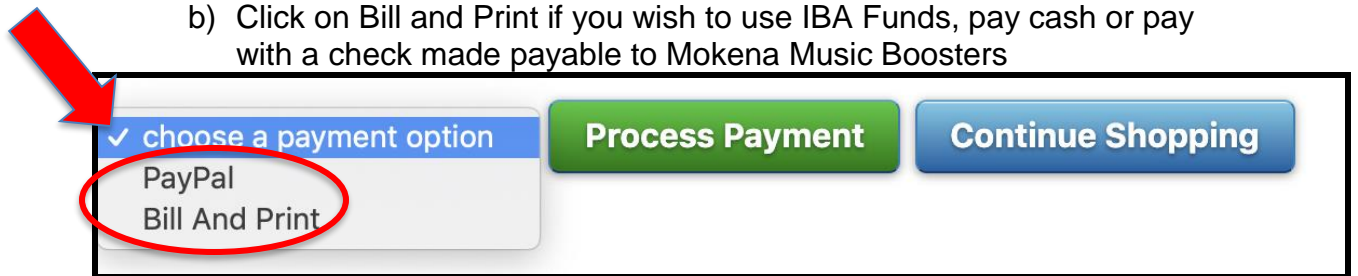
14) Once you are satisfied you have added everything to your cart, click on the Checkout button



15) Click on the Choose payment option button



- a) Choose the Paypal option if you wish to pay with a credit card (there will be a \$2.00 service fee added to your order.
- b) Click on Bill and Print if you wish to use IBA Funds, pay cash or pay with a check made payable to Mokena Music Boosters



16) Click on process payment. For credit card payments, go to Step 18. For Cash, IBA or Check payment, go to Step 19.

17) If you chose to pay with a credit card, you will be directed to the Paypal site to complete your payment

18) If you chose to pay with Cash, using IBA funds or by check, click on the small magnifying glass icon on the right side of the page. Please print the invoice and submit with cash or check. If you would like to use IBA funds, please indicate that on the invoice. Please deliver these payments to your child's director by the end of the school year.

Please note that students will not be registered for band or choir or summer band or choir until all financial obligations are met.

If you have any questions, please ask your child's director.

Thank you.