

# Wando Chorus: Online Charms Office

## \$175 Chorus Fee Payment

### Deadline: August 30th

Here are the steps to pay your \$175 Wando Chorus Fee Online

- A. Go to [www.charmsoffice.com](http://www.charmsoffice.com)
- B. Click on Parent/Student/Member
- C. Enter School Code: Wandochorus
- D. Enter Student Passcode Number: (Last 4 of Student CCSD ID Number)
- E. Click on "Financial Statement"
- F. Then click the Paid By PayPal Button; (Red circle #1)
- G. Then click the Pay Fixed Payments; (Red circle #2)
- H. Then pay fees through Pay Pal with credit or debit card.

The screenshot shows the 'Student Financial Statement' page. At the top, there are navigation icons for Home, Profile, Finance (highlighted), and Shopping Cart. Below these are buttons for 'FINANCIAL STATEMENT' and 'TRANSFER REQUEST', and a red 'EXIT CHARMS' button. The main content area is titled 'Student Financial Statement' and contains a table with the following items:

Trip Ledger Balance Credit	0.00
Fixed Payments Due	175.00
Fundraising Balance Credit	0.00
Miscellaneous Balance Credit	0.00
<b>TOTAL BALANCE DUE</b>	<b>\$ 175.00</b>

Below the table, a message states: "There are no scheduled trips for this student".

Underneath, there is a 'Student Fixed Payment Detail' section with a 'Pay Fixed Payments' button circled in red with a '2'. Below this is a table with the following columns: 'Paid Date', 'Item', 'Amt.', and 'Paid By'.

Paid Date	Item	Amt.	Paid By
not paid	Chorus Fees	175.00	PayPal
<b>Total Fixed Payments Due</b>		<b>\$175.00</b>	
<b>Total Fixed Payments Paid</b>		<b>\$0.00</b>	
<b>Total Unpaid Fixed Payments</b>		<b>\$175.00</b>	

The 'PayPal' button in the 'Paid By' column is circled in red with a '1'. At the bottom of the page, a message states: "There is no Fundraising Activity".