

How To Log Onto Charms and Make A Payment:

1. Go to www.charmsoffice.com
2. Click on the LOGIN button
3. Under the Parent/Student/Members section type in the school code: Haltomdance (no spaces)
4. Enter password (the password to start will be your students ID #; once you have logged in it will prompt you to change the password so make sure it is something you can remember!)
5. Once you are logged into your students account you will click on the red \$ finance button at the top
6. Once you are in the finances tab you will be able to see the balance, the payments you have made etc.
7. Then to make a CC payment you will click on the button labeled "Make Miscellaneous Payment"
8. Then enter the amount you would like to pay and a description (example: 1st payment)
9. Then click "Make payment"
10. The first time you make a payment it will prompt you to make an account for BISD RevTrak
11. Then you can add your CC information
12. Verify your payment
13. Click "Place Order"
14. Then the transaction will appear on your students miscellaneous ledger