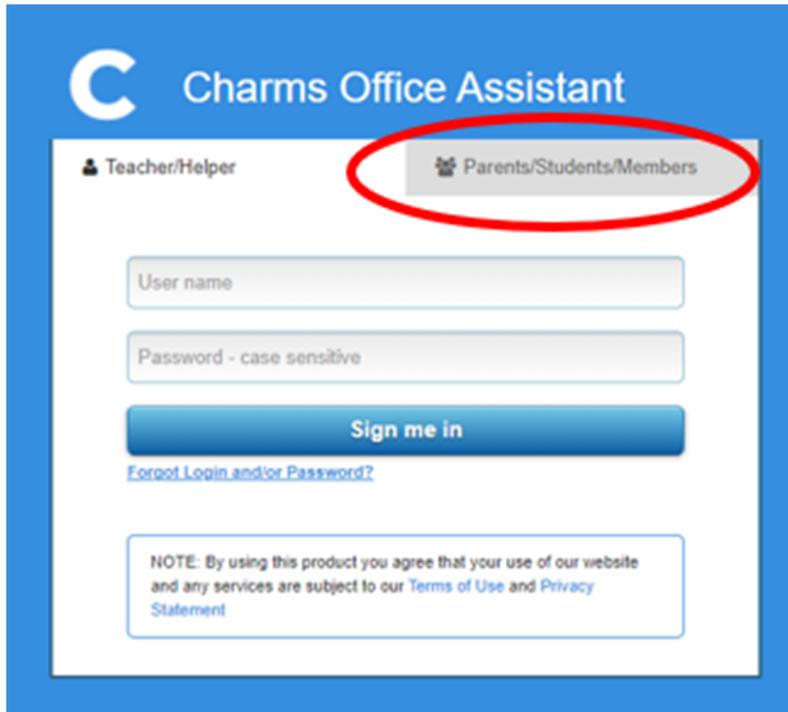


How to use Charms Office:

Charms Office is the tool used by the Marching Eagle Parent Association (MEPA) to manage Eagle Regiment finances and communicate vital information to parents.

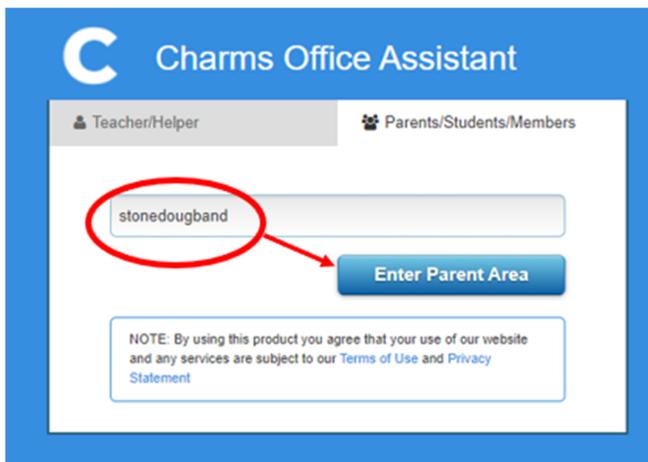
To access "Charms":

1. www.charmsoffice.com
2. Select Parents/Students/Members



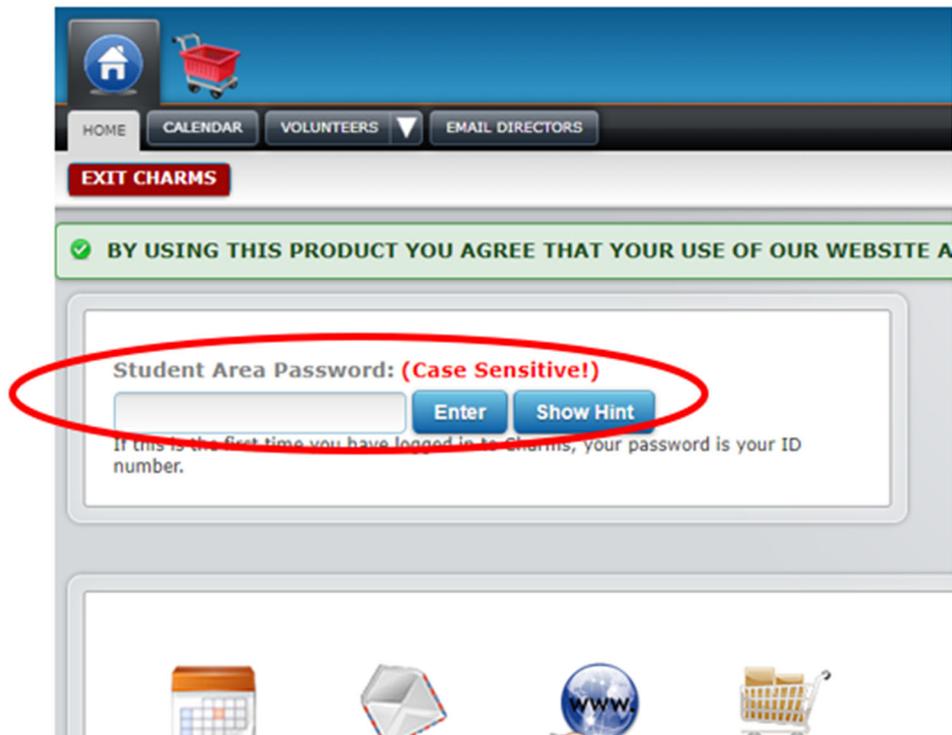
The screenshot shows the Charms Office Assistant login interface. At the top left is a large white 'C' logo. To its right is the text 'Charms Office Assistant'. Below this, there are two tabs: 'Teacher/Helper' and 'Parents/Students/Members'. The 'Parents/Students/Members' tab is highlighted with a red circle. Below the tabs are two input fields: 'User name' and 'Password - case sensitive'. A blue 'Sign me in' button is positioned below the password field. A link for 'Forgot Login and/or Password?' is located below the sign-in button. At the bottom, there is a note: 'NOTE: By using this product you agree that your use of our website and any services are subject to our Terms of Use and Privacy Statement'.

3. Type in school code: **stonedougband**
4. Select **Enter Parent Area**



The screenshot shows the Charms Office Assistant login interface with the school code 'stonedougband' entered in the 'User name' field. The 'Enter Parent Area' button is highlighted with a red circle. The 'Parents/Students/Members' tab is selected. The note at the bottom remains the same: 'NOTE: By using this product you agree that your use of our website and any services are subject to our Terms of Use and Privacy Statement'.

5. Enter in your **password** (student ID or child's first and last name – susiesmith)



6. FIRST TIME USERS: You will be prompted to change your password:

Change Student Password

✘ PLEASE CHANGE YOUR CHARMS PASSWORD TO SOMETHING OTHER THAN YOUR ID NUMBER.

Current Password/ID:

New Password:

Confirm New Password:

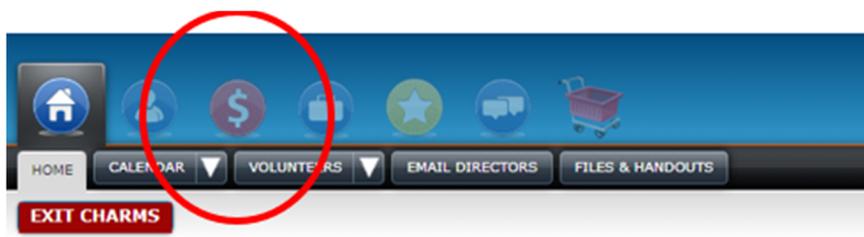
New Password Hint:

Change Password

Password must be a minimum of eight characters long, include alpha and numeric characters and one capital letter. Special characters are not acceptable.

7. You will now be on the main page NOTE: The only function in use here is the FINANCE tab!

8. Select "\$" at the top of the page.



9. You will now be at the financial page:

FINANCIAL STATEMENT
TRANSFER REQUEST

EXIT CHARMS

Student Financial Statement

Trip Ledger Balance Due	8,800.00	
Fixed Payments Due	0.00	
Fundraising Balance Credit	0.00	
Miscellaneous Balance Credit	0.00	
Store Balance	\$ 0.00	
TOTAL BALANCE DUE	\$ 8,800.00	

Sort By Date
Group By Trip

Trip Ledger Detail
----SELECT TRIP----
Make Trip Payment

Paid Date	Trip	Amt Applied	Paid By
5/4/2022	2022/2023 London - Performer - 3,700.00 London Family/Friends Land (2)	-5,100.00	
	TRIP BALANCE DUE (inc options):	\$8,800.00	
	Total Cost of All Trips	3,700.00	
	Total Applied (including Options)	-5,100.00	
	Balance Due	8,800.00	

Student Fixed Payment Detail
Pay Fixed Payments

Paid Date	Item	Amt.	Paid By
	Total Fixed Payments Due	\$0.00	
	Total Fixed Payments Paid	\$0.00	
	Total Unpaid Fixed Payments	\$0.00	