

# Paying Your Instrument Usage Fee

## STEP ONE

Log into charms through the parents/students/members portal. \*

\*refer to the "How to access Charms" document if you don't know how to log in.

Click on the **Finances** icon at the top. Check to make sure that there is a **Fixed Payment Due of \$80.**



Financial Statement	
Trip Ledger Balance Credit	0.00
Fixed Payments Due	80.00
Fundraising Balance Credit	0.00
Miscellaneous Balance Credit	0.00
<b>TOTAL BALANCE DUE</b>	<b>\$ 80.00</b>

## STEP TWO

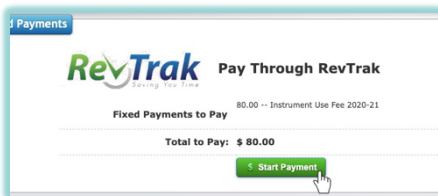
## STEP THREE

Turn the **switch to the left of Revtrak** on. The **blue** is an indication that it has been selected. Now press **Pay Fixed Payments.**

Student Fixed Payment Detail		Pay Fixed Payments	
Paid Date	Item	Amt.	Paid By
not paid	Instrument Use Fee 2020-21	80.00	<input checked="" type="checkbox"/> Revtrak
<b>Total Fixed Payments Due</b>		<b>\$80.00</b>	
<b>Total Fixed Payments Paid</b>		<b>\$0.00</b>	
<b>Total Unpaid Fixed Payments</b>		<b>\$80.00</b>	

You will be redirected to a new page where you **press Start Payment.** If you **already have** a Revtrack account, **log in** and continue with the payment process. If you **don't have** an

account, **follow Revtracks instructions** on entering your information then pay the instrument usage fee.



## STEP FOUR

## STEP FIVE

Return to charms and check that your **Fixed Payment Due is \$0.**

Financial Statement	
Trip Ledger Balance Credit	0.00
Fixed Payments Due	0.00
Fundraising Balance Credit	0.00
Miscellaneous Balance Credit	0.00