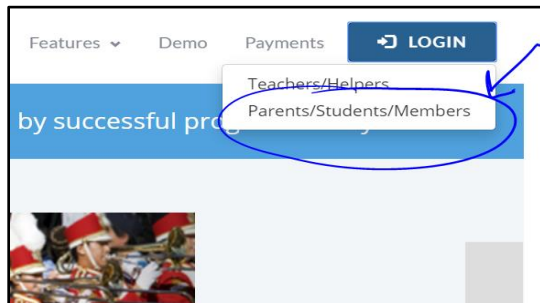


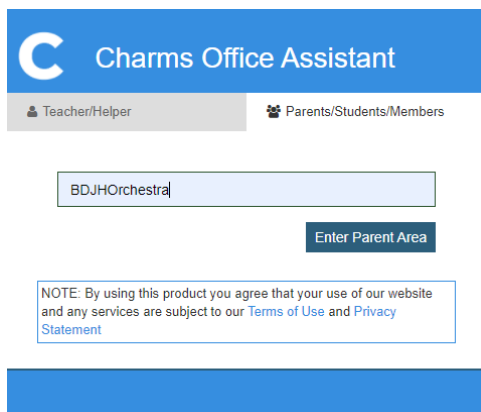
# Charms Login and Instrument Usage Fee Online Payment Instructions

Go to [www.charmsoffice.com](http://www.charmsoffice.com)

Hover mouse over the "Login" and click on "Parent/Students/Members"



Enter "BDJHOrchestra" as your school code.

A screenshot of the Charms Office Assistant login page. The header is blue with the 'C' logo and the text 'Charms Office Assistant'. Below the header, there are two tabs: 'Teacher/Helper' and 'Parents/Students/Members'. The 'Parents/Students/Members' tab is active. In the center, there is a text input field containing 'BDJHOrchestra'. Below the input field is a blue button labeled 'Enter Parent Area'. 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'.

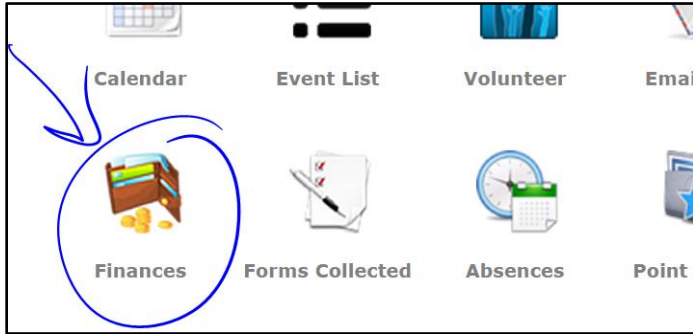
Enter student area password.

PLEASE CREATE A HINT TO HELP YOU FOR FUTURE LOGINS. If you have forgotten your password, please contact Ms. Williams so that it can be reset.

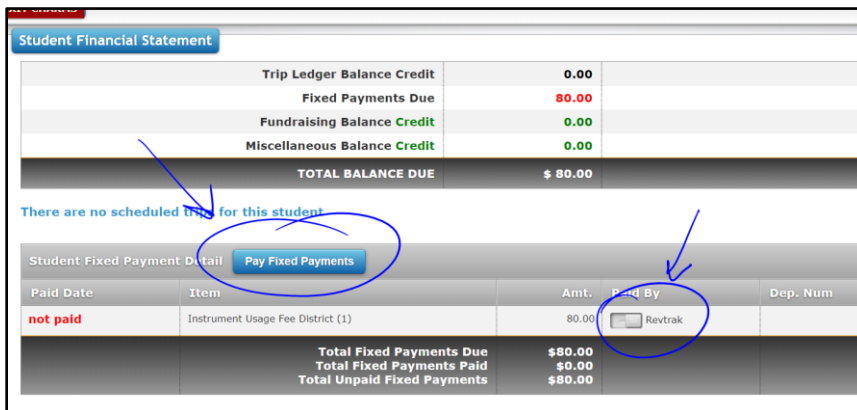
A screenshot of the Charms Office Assistant password entry page. At the top, there is a red button labeled 'EXIT CHARMS'. Below it is a green banner with a checkmark and the text 'BY USING THIS PRODUCT YOU AGREE THAT YOUR USE OF OUR W'. The main content area has a title 'Student Area Password: (Case Sensitive!)'. Below the title is a text input field with five dots, a blue 'Enter' button, and a blue 'Show Hint' button. At the bottom, there is a note: 'If this is the first time you have logged in to Charms, your password is your ID number.'

**If this is your first time to login to Charms or you have forgotten your password:**, please leave the box blank and hit enter. Then enter your child's name and the school email (i.e [K12345667@students.katyisd.org](mailto:K12345667@students.katyisd.org)) to have your password reset. A link to reset your password will be sent to the child's email address.

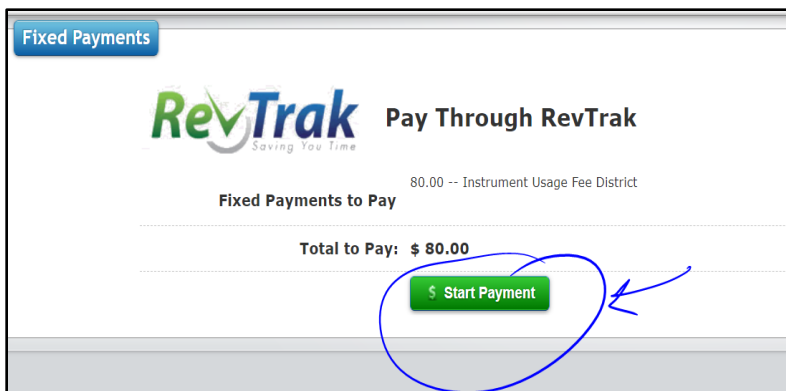
When successfully logged in, click on the “Finances” icon to access your balance and payment for the instrument usage fee.



Your “Fixed Payments Due” will reflect the amount you owe for the Instrument Usage Fee. **Make sure you toggle “RevTrak” before proceeding to “Pay Fixed Payments.”**



Click on “Start Payment”




You will be directed to the Katy ISD Web Store ([katyisd.revtrak.net/checkout#/step/login](http://katyisd.revtrak.net/checkout#/step/login)) where you can login or create an account. This is the same site used for other district/campus online payments such as lunch, supplies, etc. Once logged into RevTrak, you will be able to complete your online payments by following the prompts to pay by echeck (bank account) or credit card.



CHECKOUT

Log in to the Web Store

Email 

Password

[Forgot password?](#)

LOG IN

CREATE NEW ACCOUNT

If you are viewing the page online, you may watch a video tutorial of these instructions by clicking [here](#)