

# EZpay GUIDE for the Mason Band Program

We are happy to offer online payment for **fixed payments** due to the band. We've put this guide together to help you understand the relationship between Charms and EZpay.

## Step1: Determine if you have any outstanding fixed payments

1. Log in to Charms at <https://www.charmsoffice.com/charms/plogin.asp>
2. Navigate to the **Finances** icon.
3. View your **Financial Statement**
4. Scroll down to view the table titled **Fixed Payment Payment History**

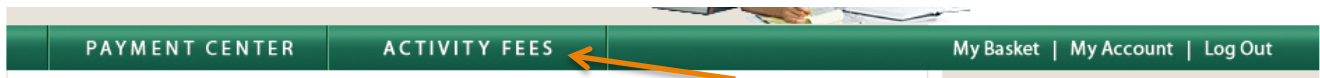
Example:

Joe Doe paid the "MB14 deposit – due 4-21" on 3/31/2014. However, he has not paid the "MB14 school fee – due 7-24".

Fixed Payment Payment History				
Paid Date	Fixed Payment	Amt Paid	Paid By	Dep. Num Receipt Num
3/31/2014	MB14 deposit - due 4-21	125.00	Check-1308	0424 3920541
not paid	MB14 school fee - due 7-24	375.00		
<b>Total Fixed Payments Due</b>		<b>\$ 375.00</b>	<b>Total Fixed Payments Paid</b>	<b>\$ 125.00</b>

## Step2: To pay off a fixed payment using EZpay

1. Log in to EZpay at <https://www.spsezpay.com/Mason/ezpay/Login.aspx>
2. Select Activity Fees from the horizontal navigation bar



3. Select "Band Fees" from the listing of categories.
4. Select the fee you wish to pay. Add it to your basket and follow the instructions for payment.

## Step3: Review Charms statements when you receive email alerts

Charms is not linked to EZpay or any other account. Charms is simply a tool to show a picture of your account. There will be a lag time before your Charms account shows your payment. We hope to post **on time EZpay payments** to Charms within a week of the due date. **Late payments** will take longer to post to Charms.