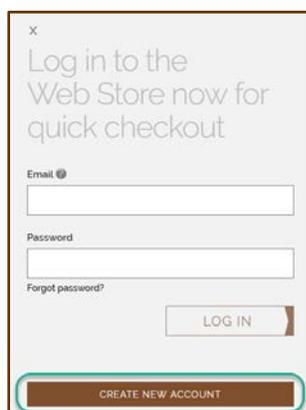
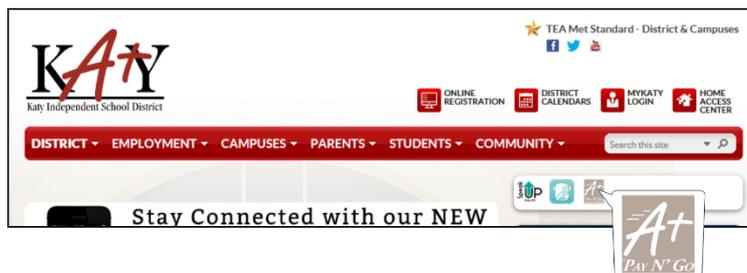
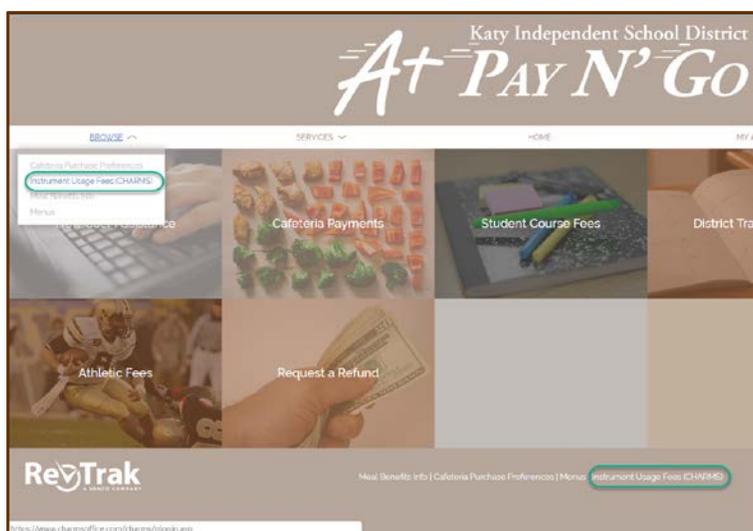


## Instrument Usage Fee Instructions



### Visit the Web Store

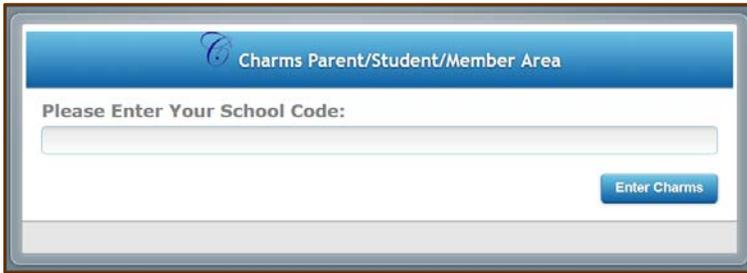
- Access the A+ Pay N'Go Web Store from the Katy ISD Website: [www.katyisd.org](http://www.katyisd.org)
- Log in to the **Web Store**.
  - For first time customers, please click **Create New Account**.
  - Your email address and password will be used to log in for future transactions.



### Access the CHARMS website

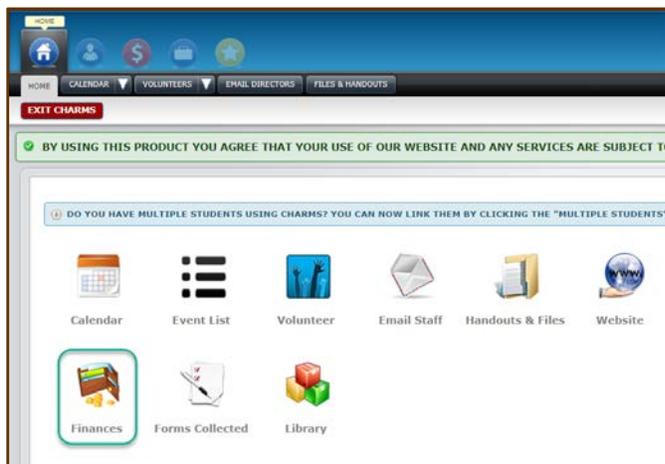
- Once signed in to the A+ Pay N' Go site, access the CHARMS Website. The link is located near the **bottom of the page**, or in the **Browse** drop-down menu.

# Instrument Usage Fee Instructions



## Access the Parent/Student/Member Area

- Enter your **School Code**.
- Click on **Enter Charms**.
- Enter **Student Area Password** and press **Enter**.



## Access the Finances Area

- From the Home Tab, select the **Finances** icon

## To Make an Online Payment:

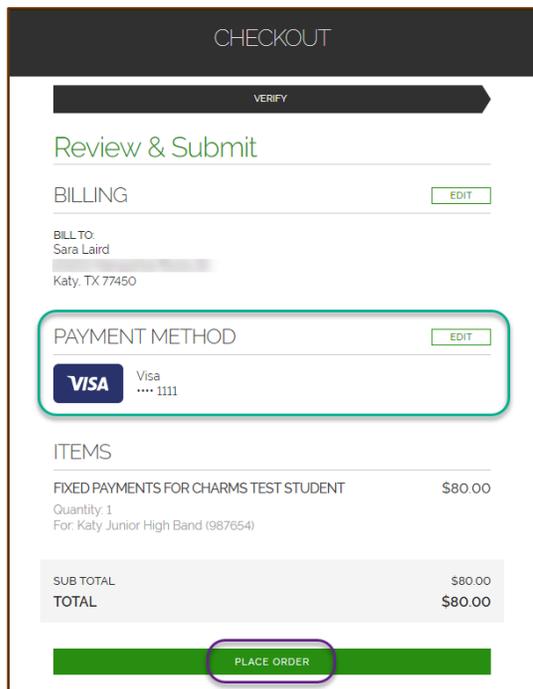
- Click the toggle switch for the fixed payment you would like to pay in order to be taken to A+ Pay N' Go for credit card or eCheck payments.
- Click the **Pay Fixed Payments** button

Student Fixed Payment Detail		Pay Fixed Payments	
Paid Date	Item	Amt.	Paid By
not paid	Test Instrument Usage Fee (1)	80.00	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>

# Instrument Usage Fee Instructions

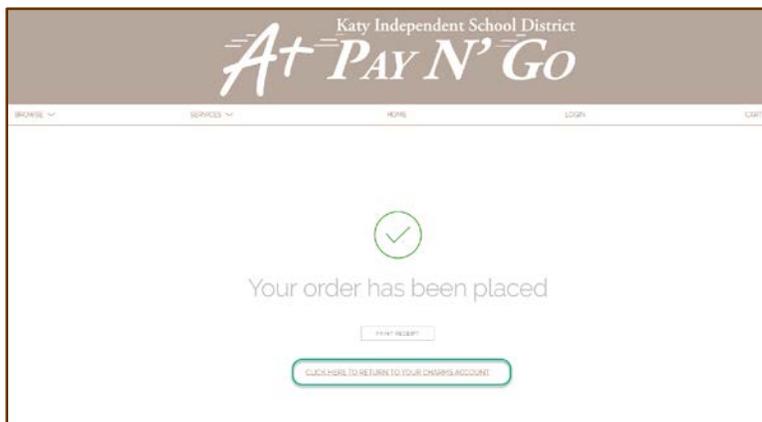


- Verify the amount on the screen is correct and press the green **Start Payment** button.



## Complete the Checkout Process

- You will be returned to the A+ Pay N' Go site to complete your checkout process.
- Enter or Edit your payment information, then click **PLACE ORDER** to process your payment and view your receipt.



- An email receipt will automatically be sent to the email address associated with your A+ Pay N' Go account.
- You can return to your CHARMS account from the confirmation page if needed to confirm that your payment was received.