

# Instructions for setting up your NBS Payment Plan using Banner Self-Service

1. Log into Banner Self Service at <https://selfservice.stlcc.edu> or on STLCC Public Website



2. Click on the “NBS Payment Plan” tab at the top of the page.

NBS Payment Plan

3. Click on the NBS Payment Plan logo



4. A pop up message will display that says “Payment plan option selected”. Click **OK**.

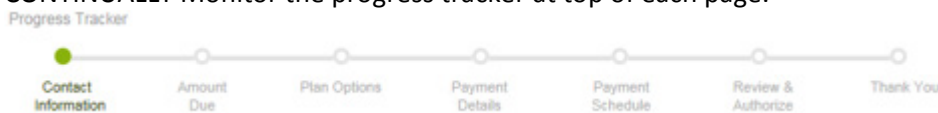
5. You will now be directed to the NBS Payment Plan website. **Create your NBS Payment Plan Account profile.**

6. A summary page of your charges for the current term will display. Select **Set up a Payment Plan** then **Begin**

Set up a Payment Plan

Begin

7. CONTINUALLY Monitor the progress tracker at top of each page.



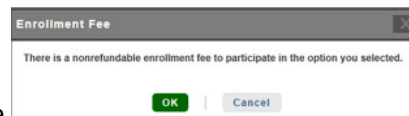
8. Confirm amount due then click **Next**

Next

9. **Select a NBS Payment Plan options.** Review carefully required down payment **DUE TODAY**

Select	Payment Method	Down Payment (Due Today)	Number of Payments	Beginning Month	1st Payment Amount	Available Payment Days	Last Day to Enroll	Enrollment Fee (Due Today)
<input type="radio"/>	Automatic Payments from <ul style="list-style-type: none"><li>• Checking / Savings</li><li>• Credit Card</li></ul>	\$319.72	2	June 2016	\$639.44	10th 20th	01 Jun 2016 09 Jun 2016	\$21.00

10. A **NONREFUNDABLE ENROLLMENT FEE** pop up message



will display Click **OK**.

11. **ADD BANKING INFORMATION** and click the **Save** button.

Save

12. Now you will select the payment date option (10<sup>th</sup> or 20<sup>th</sup>)

Payment Schedule

What day do you want the future scheduled payments to be on?\*

13. Next **CAREFULLY REVIEW AGREEMENT DETAILS AND ALL TERMS AND CONDITIONS**

14. Check *“I have read and accept the terms and conditions of this payment plan”* then Authorize, If you agree.

I have read and accept the terms and conditions of this payment plan

Back

Authorize

Cancel

15. NOW! Check your email account for your enrollment confirmation.

**\*ENROLLMENT FEE AND DOWN PAYMENT (IF APPLICABLE) MUST BE SUCCESSFUL TO HAVE AN ACTIVE NBS PAYMENT PLAN.** Questions?? Contact 314-539-5276

**\*\*To access your active NBS Payment Plan agreement. Simply** Log into your Banner Self Service at <https://selfservice.stlcc.edu> and select the NBS Payment Plan logo to *Monitor and Update/Change Banking Information.*