Pay Your Fees Online Using Your Checking or Savings Account

You have three options when paying your fees online in Banner Self-Service.

- You can use Visa, MasterCard or Discover.
- Set up an automatic payment plan using your checking or savings account.
- Pay online using your checking or savings account.

To pay your fees online:
1. Log in to Banner Self-Service.
   
   **NOTE:** If you need help logging in to Banner Self-Service, see the [Login](#) instructions.

2. Select your payment method using the links in the top section of the menu.
   
   - Select the **Pay in Full** link to pay your fees in full by credit card, or from your checking or savings account.

   OR

   - Select **e-Cashier Payment Plan** to set up automatic time payments.

   The Account Summary by Term window is displayed.

   **Links** to your payment options are displayed with the **Summary** of your account balance shown in the lower part of the window.

3. Select how you will pay your fees in full:
   
   - Select the **Credit Card** link.

   OR

   - Select the **Pay Online Using Your Checking or Savings Account** option.

   The **Registration Term screen** is displayed for you to select the term you are paying.
IMPORTANT: Be certain that you read and understand all of the messages that are displayed on the payment web pages.

4. Click on the arrow for the Select a Term field to select the school term needed.

5. Then click on the Submit button to select the school term for your payment.

The webCheck window is displayed.

Use the check image to help identify your bank routing and personal account numbers.

NOTE: The steps are the same whether you are using your checking or savings account for your payment.

6. Click on the Account type field and select Checking or Savings.

7. Enter the bank's routing number in the Routing number field.

8. Enter your checking or savings account number in the Account Number field.

9. Enter the number again in the Re-enter account number to confirm field.

10. Enter your name as it appears on your checking or savings account in the Your name as on the account field.

11. Enter your address as it appears on your checking or savings account in Your address as on the account address fields.

12. Enter the dollar amount that you are paying in the Amount Paying field.

13. Check all of your entries to be sure that they are correct.

14. Click on the Continue button when you are ready.

IMPORTANT NOTE:
Be sure that you read and understand the agreement that you are making to pay your fees from your personal bank account.

15. Verify your address, bank and account information.

16. Enter the last four digits of your Student ID number in the field provided to indicate that you accept the agreement.

17. Click on the I Agree button to process your payment request.

18. Print a copy of this page to use as your receipt.

19. Click on the Done button to close the webCheck screen, and return to the Banner Term Selection window.