

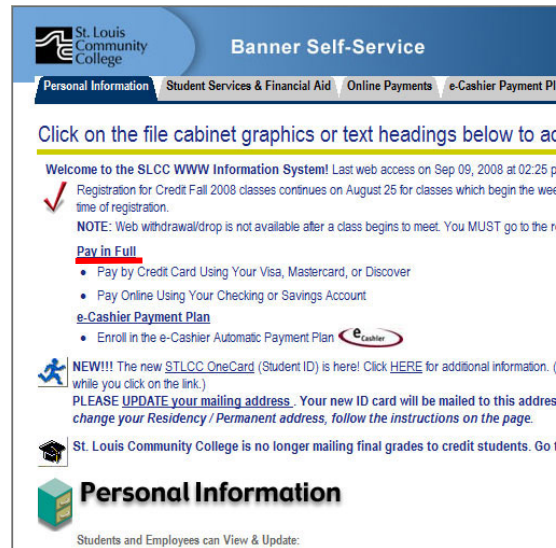
## Pay Your Fees Online Using a Credit Card

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.

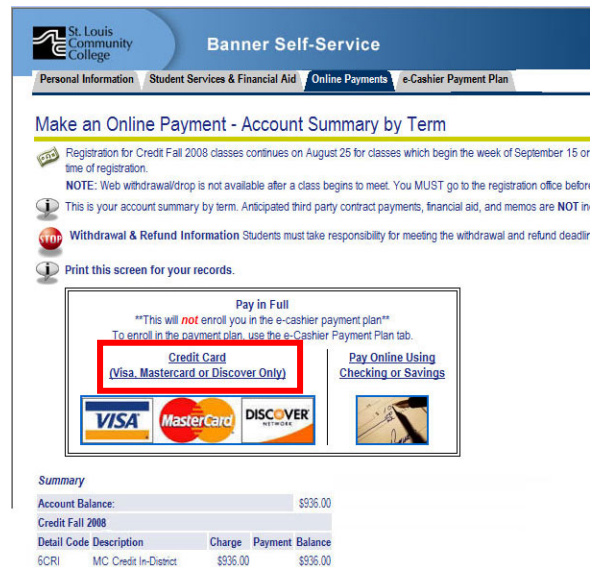


The screenshot shows the Banner Self-Service interface. At the top, there is a navigation menu with links for Personal Information, Student Services & Financial Aid, Online Payments, and e-Cashier Payment Plan. Below the menu, there is a welcome message and a registration notice for Credit Fall 2008. A red checkmark icon is next to the registration notice. A **Pay in Full** link is highlighted in red, with a sub-menu showing options for Credit Card, Checking, and Savings. There is also a link for the e-Cashier Payment Plan. A 'NEW!!!' announcement about the STLCC OneCard (Student ID) is present, along with a request to update mailing addresses. At the bottom, there is a 'Personal Information' section with a sub-link for 'Students and Employees can View & Update:'.

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.

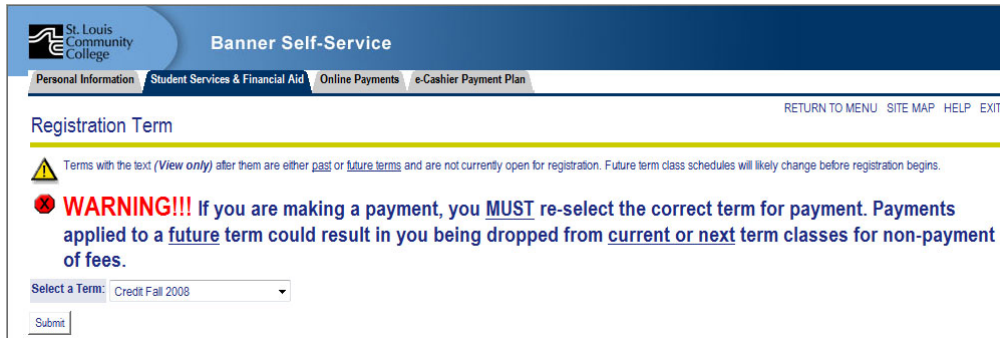
3. Select the **Credit Card** link.



The screenshot shows the 'Make an Online Payment - Account Summary by Term' screen. It includes a registration notice for Credit Fall 2008, a note about withdrawal/drop, and a 'Withdrawal & Refund Information' section. A 'Print this screen for your records.' link is also present. The main content area is titled 'Pay in Full' and contains a warning: '\*\*This will not enroll you in the e-cashier payment plan\*\*'. Below this, there are two options: 'Credit Card (Visa, Mastercard or Discover Only)' and 'Pay Online Using Checking or Savings'. The 'Credit Card' option is highlighted with a red box. Logos for VISA, MasterCard, and DISCOVER are displayed. Below the payment options, there is a 'Summary' section with a table showing the account balance and a detailed breakdown of charges and payments.

Detail Code	Description	Charge	Payment	Balance
6CRI	MC Credit In-District	\$936.00		\$936.00

The **Registration Term** screen is displayed for you to select the term you are paying.



**Registration Term**

Terms with the text (View only) after them are either past or future terms and are not currently open for registration. Future term class schedules will likely change before registration begins.

**WARNING!!!** If you are making a payment, you **MUST** re-select the correct term for payment. Payments applied to a **future** term could result in you being dropped from **current or next** term classes for non-payment of fees.

Select a Term: Credit Fall 2008

Submit

**IMPORTANT:** Be certain that you read and understand all of the messages that are displayed on the payment web pages.

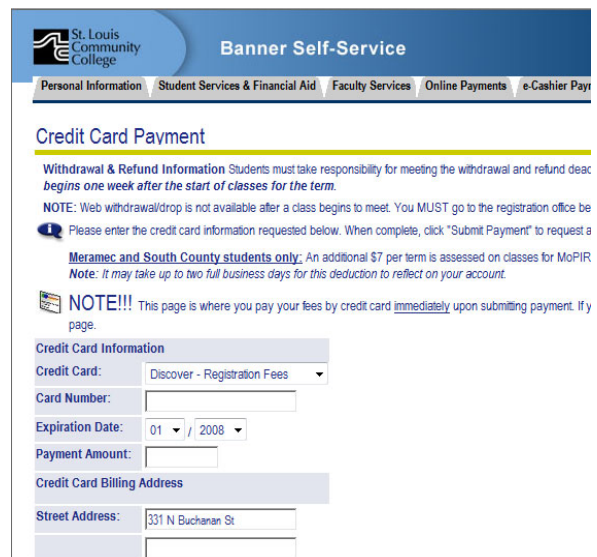
4. Click on the arrow for the **Select a Term field** to select the school term needed.
5. Then click on the **Submit** button to select the school term for your payment.

The Credit Card Payment 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. Select the card provider from the **Credit Card** option field.
7. Enter your account number in the **Card Number field**.
8. Select the month and year that your card expires in the **Expiration Date** month and year fields.
9. Enter the amount that you are charging in the **Payment Amount** field.
10. Verify your address if it is displayed in the address fields. Enter it if it is not displayed.
11. Click on the **Submit Payment** button when you are sure the information on the screen is correct.



**Credit Card Payment**

Withdrawal & Refund Information Students must take responsibility for meeting the withdrawal and refund deadlines one week after the start of classes for the term.

NOTE: Web withdrawal/drop is not available after a class begins to meet. You **MUST** go to the registration office before class begins.

Please enter the credit card information requested below. When complete, click "Submit Payment" to request a payment.

**Meramec and South County students only:** An additional \$7 per term is assessed on classes for MoPIR. Note: It may take up to two full business days for this deduction to reflect on your account.

**NOTE!!!** This page is where you pay your fees by credit card immediately upon submitting payment. If you have any questions, please contact the Registrar's Office.

**Credit Card Information**

Credit Card: Discover - Registration Fees

Card Number: [input field]

Expiration Date: 01 / 2008

Payment Amount: [input field]

**Credit Card Billing Address**

Street Address: 331 N Buchanan St

(screen shortened for display)

**IMPORTANT NOTE:**

Be sure that you read and understand the agreement that you are making to pay your fees by using your personal credit card.

The **Credit Card Payment Verification** window is displayed.

12. Verify the information that you have entered for your credit card payment.

13. Click on the **Okay to Submit Payment button** when you are ready to pay your fees.

The Payment Status window is returned.

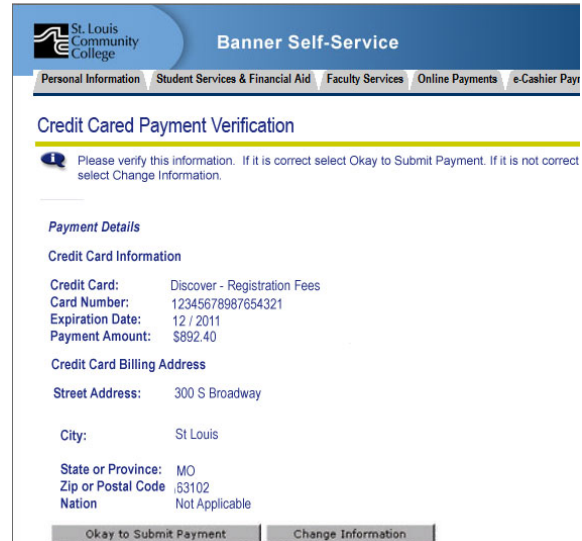
A status message is shown while your payment request is processed.

**IMPORTANT NOTE:** A *warning* about using your browser's **Back button** is displayed. "**Unpredictable results**" may include interrupting and stopping the payment processing, or possibly a double charge to your account. Be patient.

A completion message is displayed when your payment request is complete.

Details of the credit card transaction are shown on the screen.

14. Print a copy of the webpage for your records.



The screenshot shows the Banner Self-Service interface for Credit Card Payment Verification. The page title is "Credit Card Payment Verification". A message at the top states: "Please verify this information. If it is correct select Okay to Submit Payment. If it is not correct select Change Information." Below this, the "Payment Details" section is displayed, including "Credit Card Information" and "Credit Card Billing Address".

Payment Details	
<b>Credit Card Information</b>	
Credit Card:	Discover - Registration Fees
Card Number:	12345678987654321
Expiration Date:	12 / 2011
Payment Amount:	\$892.40
<b>Credit Card Billing Address</b>	
Street Address:	300 S Broadway
City:	St Louis
State or Province:	MO
Zip or Postal Code:	63102
Nation:	Not Applicable

At the bottom of the form, there are two buttons: "Okay to Submit Payment" and "Change Information".