



Instructions for Online BannerWeb Payment

1. Go to the main CTC website at <http://www.chattahoocheetech.edu>.
2. Go to *me@CTC*, and use the dropdown menu to select *BannerWeb*.
3. Enter your **Student ID or SSN** and **PIN** (your default PIN is your birthday in the MMDDYY format). Click **Login**.
4. Click on **Student Services & Financial Aid**.
5. Click on **Student Records**.
6. Click on **Account Summary** or **Account Summary by Term**.
7. Click **Pay Online** (this is located at the bottom of the screen).
8. **Select a Term** for payment. Click **Select Term**.
9. **Enter the balance** that you are paying and click **Pay by Credit (Visa, MasterCard, or Discover)** or **Pay by Check**.
10. **Enter the required information**, and be sure to enter your e-mail address. Click **Continue Credit Card Payment/Continue Check Payment**.
11. Verify that the information entered is correct, and click **Complete Credit Card Payment/Complete Check Payment**.
12. The next screen will confirm this transaction. **Print the confirmation page for your records**. You will also receive an e-mailed receipt at the address you provided with your payment information.
13. **Be sure to exit the BannerWeb system (using the exit link)**, and close the web browser before leaving the computer to protect your records.

If you run into problems, please contact the Bursar's Office on any campus.