Chattahoochee TECHNICAL COLLEGE

Student Financial Services

Instructions for BannerWeb (online) Payments

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** and **PIN**. Click **Login.**

4. Click on **Student Services & Financial Aid.**

5. Click on **Pay Tuition and/or Fees.**

6. **Select a Term** for payment. Click **Select Term**.

7. ***Enter the amount** that you are paying, and click **Pay by Credit** or **Pay by Check.**

8. **Enter the required information**, and be sure to enter your e-mail address. Click **Continue Credit Card Payment/Continue Check Payment.**

9. Verify that the information entered is correct, and click **Complete Credit Card Payment/Complete Check Payment.**

10. 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.

11. **Be sure to exit the BannerWeb system (using the exit link**) when completed.

*The college accepts Visa, MasterCard, Discover, and American Express in person, by phone, or online. The college also gladly accepts cash payments in person.

If you run into problems or have questions, please contact the Bursar's Office on any campus, or call 770.528.4545.   cashier@chattahoocheetech.edu