

Instructions for Viewing and Paying Your Balance Online Through BannerWeb

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. **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 at the Appalachian, Marietta, North Metro, and Paulding campuses.

If you need assistance or have questions, please contact the Office of Student Accounts at one of the campuses above, by phone at 770-528-4570, or by email at cashier@chattahoocheetech.edu.