

Instructions for Online BannerWeb Payment

- Step 1 Go to the main CTC website at <http://www.chattahoocheetech.edu>.
- Step 2 Select **BannerWeb** in the upper right hand corner.
- Step 3 Click on the the **BannerWeb Logo** () in the middle of the page.
- Step 4 Enter your **Student ID** and **PIN**. Click **Login**.
- Step 5 Click on **Student Services & Financial Aid**.
- Step 6 Click on **Student Records**.
- Step 7 Click on **Account Summary** or **Account Summary by Term**.
- Step 8 Click **Pay Online** (this is located at the bottom of the screen).
- Step 9 **Select a Term** for payment. Click **Select Term**.
- Step 10 **Enter the balance** that you are paying and click **Pay by Credit** or **Pay by Check**.
- Step 11 **Enter the required information** and be sure to enter your email address. Click **Continue Credit Card Payment/Continue Check Payment**.
- Step 12 Verify that the information entered is correct, and click **Complete Credit Card Payment/Complete Check Payment**.
- Step 13 The next screen will confirm this transaction. **Print the confirmation page for your records**. You will also receive an email receipt at the address you provided with your payment information.
- Step 14 **Be sure to exit the BannerWeb system (using the exit link)** and close the web browser before leaving the computer to prevent the next user from having access to your records.