**How to Pay Your Fees Online – Paying Your Fees Completes the Registration Process**

**Do You Have a Positive Balance? Follow these steps:**

Step 1: Log on to Self-Service Banner

Step 2: Click on “Enter Secure Area”

Step 3: Enter your Banner ID and Pin

Step 4: Click on “Student”

Step 5: Click on “Student Accounts”

Step 6: Click on “Account Detail by Term”

Step 7: Select term and click “Submit”

Step 8: If “Current Due net of Authorized Financial Aid and Memos” is POSITIVE, you MUST pay the account balance to enroll for the current term.

To Pay by Credit Card, click on “Pay Now”

Step 9: Enter your Banner ID and Pin

Step 10: Enter the amount due

Step 11: Select the type of credit card

Step 12: Enter your credit card number, expiration date and amount

Step 13: Click “Submit”

Step 14: Once you have made your payment, review the “Financial Responsibility Policy” and click “Accept”

You have completed the registration process. Print this page for your records.