

Banner Self Service Student Online Payment Instructions:

Payments must be made using a MasterCard, Visa, Discover, American Express or electronic check.

1. Login to [My VolState](#) with your assigned username and password. If you have forgotten your username or password, call the Help Desk at 230-3302 for assistance.

SECURE ACCESS LOGIN

Username:

Password:

LOGIN

CANCEL

[Change or activate your password](#)

WELCOME TO MY VOLSTATE 2.5

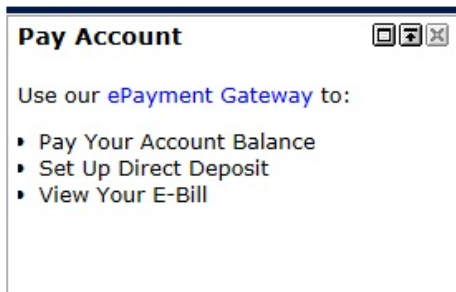
This secure site provides students, faculty, and administrative staff with world-class Intranet and Internet services. This is where you can check email, register for courses, and access your online classes .

LOGGING IN

Enter your username and password and click the "Login" button.
Students: Use your email username and password, *not* your V-Number.
Faculty & Staff: Use the same username and password you use to log into your office computer or your email.

2. Select the “**Academics**” tab.

3. In the left column, look for the “Pay Account” section, click on ePayment Gateway.



4. Click Continue to be directed to the secure online payment system.

Personal Information **Student** Financial Aid Employee Finance

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#)

Direct to the secure site

By clicking below, you will be directed to a secure site, where you can view your bill, make payments, and review refunds. When finished, log out and close the window. Select Return to Menu from the top right-hand corner of this page to return to the menu.

5. To pay your balance in full, select **Make a Payment** and follow the prompts.

The screenshot shows the 'My Account' page with a navigation bar at the top containing 'My Account', 'Payments', 'Payment Plans', 'eBills', and 'eRefunds'. Below the navigation bar are links for 'Account Activity', 'Personal Profile', 'Payment Methods', and 'Authorized Users'. On the left, there is an 'Account Alerts' section with a message about direct refunds and an 'Announcements' section. The main content area is titled 'My Account' and contains a 'Current Account Status' box. Inside this box, it says 'Amount Due: \$0.00' and has two buttons: 'Make a Payment' and 'View Account Activity'. A red arrow points to the 'Make a Payment' button.


6. Click on **Make a Payment**.

The screenshot shows the 'Account Payment' page. At the top, it says 'Account Payment'. Below that, a message states: 'Current balance includes activity since your last statement, including recent payments and new charges.' Underneath, it displays 'Amount Due: \$0.00'. At the bottom of this section, there is a 'Make a Payment' button, which is highlighted by a red arrow.

7. The following selections are available. Choose Current Account Balance, Amount Due or Pay by Term. You can enter the amount you would like to pay and it does not have to equal the current balance or amount due. If paying for a term other than the current term, you can enter the term the payment should be applied to. Only terms with a balance will be shown. Then click Continue.

The screenshot shows the 'Account Payment' page with a table at the top. The table has four columns: 'Amount', 'Payment Method', 'Confirmation', and 'Receipt'. Below the table is a 'Select Payment' section with three radio button options: 'Current account balance:', 'Amount due:', and 'Pay by term:'. The 'Current account balance:' option is selected, and it shows '\$0.00' in the 'Confirmation' column and a dollar sign followed by an input field in the 'Receipt' column. The 'Amount due:' option also shows '\$0.00' in the 'Confirmation' column and a dollar sign followed by an input field in the 'Receipt' column. Below these options, there is a 'Payment Date:' field with '6/19/14' entered, and a 'Memo:' field with an empty input box. At the bottom of the section, there is a 'Continue' button.

8. To pay by credit or debit card, select the payment method of Credit or Debit Card, and then click Select. You will then be able to enter your credit or debit card number. To pay by checking or savings account, click Payment Profile link.

If you want to make a payment from a new checking/savings account, please visit the [Payment Profile](#) page and create a new payment method. 

Select Payment Method

Payment amount: \$50.00
Payment method: Credit or Debit Card

Account Information
***Indicates required fields**
*Card number:

9. To pay with a checking or savings account, click Electronic Check (checking/savings), then click Select.

▼ Add New Payment Method

Electronic Check (checking/savings)


Electronic Check - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.

10. Payment information should be entered on this screen. You can select to save this payment method for future payments. (Note: If adding a checking account, be sure to use the routing number and account number from a current check, not a debit card.)

▼ Add New Payment Method

Electronic Check (checking/savings)

Electronic Check - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.
Debit and Credit Card - We accept the following credit and debit cards.



Account Information
***Indicates required fields**

Personal accounts only. No corporate accounts, i.e. credit cards, home equity, traveler's checks, etc. Do NOT enter debit card number. Enter the complete routing number and bank account number. The illustration shown is only an example to show where to find the routing number and bank account number on a personal check.

*Account type:

*Routing number: (View example)

*Bank Account number:

*Confirm account number:

*Name on account:

Refund Options
Only ONE account can be designated to receive refunds.

Check here if you would like refunds to be deposited into this account.

*Save payment method as: (e.g. Primary Checking)

11. In order to make a payment, you must read and agree to the terms and conditions.

Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both federal and state laws of the United States. Violators will be prosecuted to the fullest extent of the law.

To revoke this authorization agreement you must contact: businessoffice@volstate.edu

Print and retain a copy of this agreement.

Please check the box below to agree to the terms and continue.

I Agree

[Print Agreement](#)

12. Once the payment information is entered, you can click on My Account, then follow steps 5-8. Once you choose your method of payment, review all payment information and click **Submit Payment**.

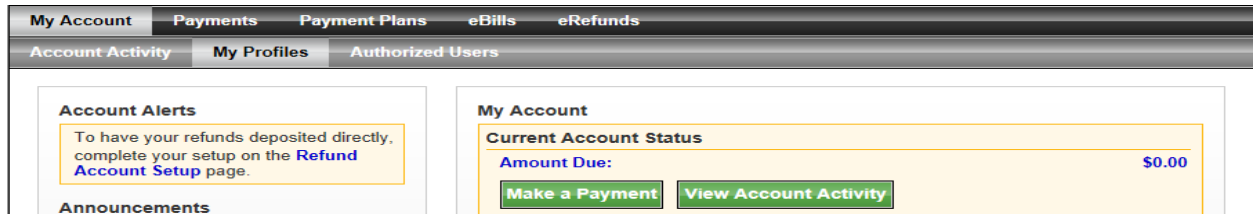
Account Payment			
Amount	Payment Method	Confirmation	Payment Receipt
Submit Payment			
Please review the transaction details, then submit your payment.			
Payment date:		11/14/14	
Payment Amount:		\$20.00	
Payment type:		Credit Card	
Card account number:		XXXXXXXXXXXX5454	
Name on Card:		John Smith	
Card expiration date:		11/27	
Credit card type:		MasterCard	
E-mail:		rwelch4@VOLSTATE.EDU	
Submit Payment Back Cancel			

13. A confirmation page SHOULD BE PRINTED for your records to show proof of payment.

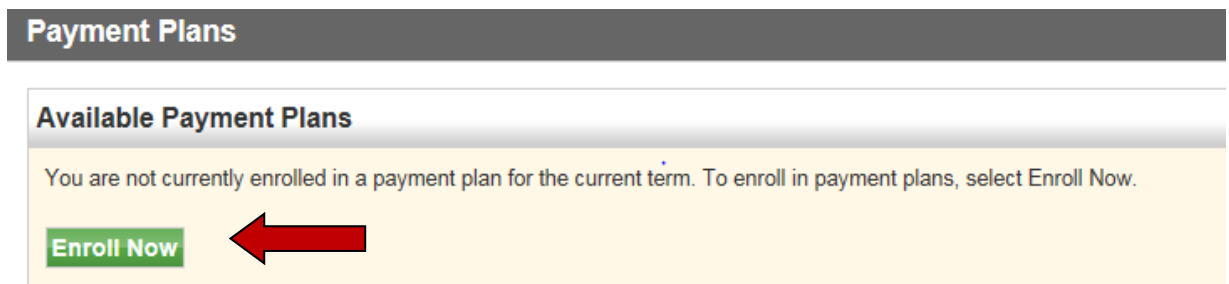
Account Payment			
Amount	Payment Method	Confirmation	Payment Receipt
Payment Receipt			
Your payment in the amount of \$20.00 was successful. A confirmation email was sent to rwelch4@VOLSTATE.EDU . Please print this page for your records.			
Confirmation Number:		20141114000000	
Payment date:		11/14/14	
Amount Paid:		\$20.00	
Transaction type:		Purchase	

How to Enroll in the Deferred Payment Plan

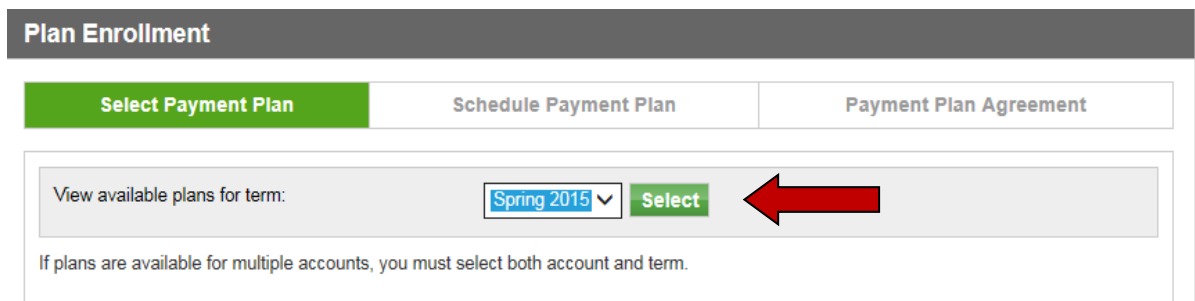
1. To enroll in the **Installment - Deferred Payment Plan**, select **Payment Plans** and follow the prompts.



2. Select **Enroll Now** under the Available Payment plans section.



3. Select the current term.



4. After plan selection has been made a detail summary will be provided for you. Click **Continue**.

VSCC Online Spring 2015 Deferred Payment PI

The deferred payment plan requires 50% of the total tuition and fees plus a \$25.00 service charge as a down payment. The remaining balance is divided into two equal payments that will be due March 1 and April 1. You will have the option to have your payments automatically charged to a saved payment method on March 1 and April 1. The only bills you will receive for the deferred plan will be in the form of an E-Bill.

[View full plan description](#)

VSCC Online Spring 2015 Deferred Payment PI Details

Term(s):	Spring 2015
Enrollment deadline:	2/20/15
Scheduled Payments:	Optional
Setup fee:	\$25.00
Minimum down payment:	50.00%
Number of payments:	2
Payment frequency:	Fixed Dates
Late payment fee:	\$25.00

[Continue](#) [Cancel](#)

5. The following page will provide your total Tuition charges and required Down Payment. Click [Display Schedule](#) to continue.

Plan Enrollment

Select Payment Plan
Schedule Payment Plan
Payment Plan Agreement

Please note that all amounts listed below include the most recent activity on your account, and may not necessarily match your latest billing statement. For more information about recent charges and/or credits, please view your [activity since last statement](#). Please review your payment schedule carefully before completing your enrollment.

Eligible Charges and Credits		
Description	Charges(\$)	Credits(\$)
Tuition	960.00	
Balance		960.00
Down payment:		480.00

Display Schedule

6. You will then be given a breakdown of current fees due along with the two installment payments for the deferred payment plan and their due dates. **At the bottom of the screen, you have the option to set up your payments to be made automatically on the due dates. If you choose not to set up payments, you are responsible for paying the installments on the due dates shown.** Click Continue after option is made.

Eligible Charges and Credits		
Description	Charges(\$)	Credits(\$)
Tuition	960.00	
Balance		960.00
Down payment:		480.00

Recalculate Schedule

Payment Schedule			
Description	Due Date	Amount Paid:(\$)	Amount Due:(\$)
Setup fee	Due now	0.00	25.00
Down payment	Due now	0.00	480.00
Installment 1	3/1/15	0.00	240.00
Installment 2	4/1/15	0.00	240.00
Total Amount Paid:			0.00
Total of installments:			480.00
Total due now:			505.00

Set up Automatic Payments
 Would you like to set up payments to be made automatically on the dates shown above?

Yes, I want to set up my payments. Let me choose the payment method that will automatically be used to make a payment on each due date.


No, I don't want to set up payments. I will come back and make each payment on or before the due date.

Continue
Back
Cancel

7. Select your payment method and continue.

Select Payment Method

- If you want to make a payment from a new checking/savings account, please visit the [Payment Methods](#) page and create a new Payment Method payment method. -

Select Payment Method 

[Select](#) [Back](#) [Cancel](#)

Electronic Check - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.

Debit and Credit Card - We accept the following credit and debit cards.



8. The next page displays the Deferred Payment Contract, showing each installment amount and the date each payment is due. This should be printed for your records. If you agree to the terms, click [I Agree](#) and then [Continue](#). The transaction will not be completed until this box is checked.

Please read the following agreement carefully before you continue.

Annual Percentage Rate	The cost of your credit as a yearly rate.	0.00%
Finance Charge	The dollar amount the credit will cost you, including all fees.	\$25.00
Amount Financed	The amount of credit provided to you or on your behalf.	\$455.00
Total of Payments	The amount you will have paid after you have made all payments as scheduled.	\$480.00

You have the right to receive at this time an itemization of the Amount Financed. Select [View Worksheet](#) below for a printable version of this itemization.

If you pay your plan off early, you will not have to pay a penalty and you will not be entitled to a refund of part of the finance charge.

I, **Rachel A. Welch**, hereby agree to pay the balance deferred as stated in this agreement in 2 installment payments on or before the due date specified for each installment. I understand that **INSTALLMENT AMOUNTS MAY CHANGE** over time to account for any new charges, payments, or financial aid adjustments. I also agree to pay the payment plan setup fee of \$25.00. I understand that a late fee of \$25.00 of the total remaining amount due will be assessed for each installment payment that is late. I also understand that failure to meet the terms of this agreement may entitle **Volunteer State Community College** to (1) declare the full balance plus late fees immediately due and payable by law, (2) refuse subsequent registration for any classes and/or drop current classes (3) deny future enrollment in any payment plan, and (4) withhold grades, diplomas, or transcripts from being released until the unpaid balance, as well as all attorney fees, legal expenses, and other collection costs are paid in full.

Installment 1 in the amount of **\$240.00 due on 3/1/15**.

Installment 2 in the amount of **\$240.00 due on 4/1/15**.

This agreement is dated Tuesday, November 11, 2014.

For fraud detection purposes, your internet address has been logged:

198.146.116.225 at 11/11/14 12:01:10 PM CST

ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

To revoke this authorization agreement you must contact businessoffice@volstate.edu.

Print and retain a copy of this agreement.

Please check the box below to agree to the terms and continue.

I Agree 

[Continue](#) [View Worksheet](#) [Print Agreement](#) [Back](#) [Cancel](#)

9. A confirmation page **SHOULD BE PRINTED** for your records to show proof of payment.

Payment Receipt

Thank you, your payment was processed successfully.
Your enrollment in VSCC Online Spring 2015 Deferred Payment PI was processed successfully.

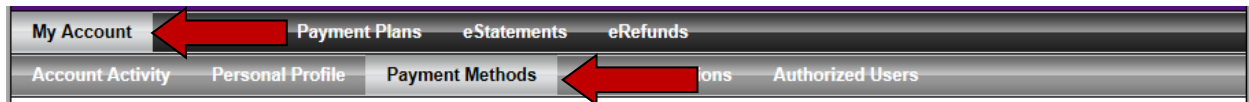
Payment Confirmation

Payment date:	11/11/14
Payment Time:	12:02:49
Name of Payee:	Volunteer State Community College
Name on Card:	John Smith
Account number:	XXXXXXXXXXXX5454
Amount Paid:	\$505.00
Description	Student Account Payment
Student Name:	Rachel A. Welch
Confirmation Number:	20141111000000
Authorization Code:	120240

Card not present for this transaction. Please print this page for your records.

To change a saved payment method (two ways to change):

1. Click **My Account**, then **Payment Methods**



2. You can edit a previously saved payment method by clicking on Edit or Delete next to the payment method listed. A *Saved Payment Method* may not be deleted if currently used for deferred payment plan.

You can add a new payment method to replace a previously stored payment method by:

- Under Payment Methods, Select Add New Payment Method. Select the **Payment Method** from the drop down box: Electronic Check or Credit or Debit Card.
- Click on **Select**.
- Enter the new card number and click Continue.
- Enter the Name on Card and the “name” for your saved payment method. Click Continue.
- Once you have saved the new payment method, delete the previous payment methods


3. Select **Payment Plans**, then click **Payments**.

My Account **Payments** Payment Plans eStatements eRefunds

Payment Plans

You are currently enrolled in a payment plan for the current term.

Currently Enrolled Plans

You are currently enrolled in this payment plan. To pay an installment or other partial plan amount, please go to [Payments](#). 

Plan Name: VSCC Online Spring 2015 Deferred Payment PI | [View Agreement](#)

Term: Spring 2015

Enrollment Date: 11/11/14

Setup fee: \$25.00

Down payment: \$480.00

Payoff amount: \$480.00 | [Pay off Plan](#)

Installment	Due Date	Status	Amount Due(\$)
1 of 2	3/1/15	Unpaid	240.00
2 of 2	4/1/15	Unpaid	240.00

Payment Plan History

4. Select **Edit** for the payment you wish to change. Choose the new Payment Method from the dropdown box. If you need to add a new payment method, click on Payment Methods and enter the new card/checking account information as listed in Steps 9-13.

Account Payment

Account Payment


Current balance includes activity since your last statement, including recent payments and new charges.

Amount Due: **-\$12.50** Charges not included in a plan: **\$0.00**

[Make a Payment](#)

Pending Payments

The payments listed below will be automatically completed on the dates shown.

Payment Description	Payer	Payment date:	Amount(\$)	Action
VSCC Online Spring 2015 Defe -- Installment 1 of 2	Rachel A. Welch	3/1/15	246.25	Edit Delete 
VSCC Online Spring 2015 Defe -- Installment 2 of 2	Rachel A. Welch	4/1/15	246.25	Edit Delete