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.

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

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

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.
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.

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

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

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.

13. A confirmation page SHOULD BE PRINTED for your records to show proof of payment.
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.
5. The following page will provide your total Tuition charges and required Down Payment. Click Display Schedule to continue.

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.
7. Select your payment method and continue.

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

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**.

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.