

## How to make payments on previous balances through Banner:

**Step 1:** Log onto Banner

**Step 2:** Click on the “Student” tab at the top

**Step 3:** Click on “Student Account”

**Step 4:** Click on “Account Summary by Term”

**Step 5:** Scroll all the way to the bottom where it says “Credit Card Payment” (please see example below)

Detail Code	Description	Charge	Payment	Balance
RMO1	On-Campus Housing			
		\$0.00		\$0.00
<b>Term Charges:</b>		\$0.00		
<b>Term Credits and Payments:</b>			\$0.00	
<b>Term Balance:</b>				\$0.00
<b>2005 Fall Semester</b>				
Detail Code	Description	Charge	Payment	Balance
WCHK	Web Check Payment			
			\$0.00	\$0.00
<b>Term Charges:</b>		\$0.00		
<b>Term Credits and Payments:</b>			\$0.00	
<b>Term Balance:</b>				\$0.00
<b>Account Balance:</b>				\$0.00

[ [Overall Financial Aid Status](#) | [Financial Aid Award Information Menu](#) | [Credit Card Payment](#) | [View Installment Plan](#) | [Statement and Payment History](#) ]

RELEASE: 8.7.1

**Step 6:** Select correct term that the balance is coming from

**Step 7:** Insert Payment amount

**Step 8:** Enter card information