BANNER
ONLINE BILL PAYMENT
QUICK NAVIGATION GUIDE
1. Visit [www.ub.edu.bs](http://www.ub.edu.bs) and click on the Banner tab at the top of the home page.

2. Scroll down to the left column and select **Self Service (Student)** under the **Banner** heading which will direct you to the account sign in page as shown below.

3. Select **Online Payment**.
4. Select the **Make Payment** tab.

5. Ensure that the academic semester for which you are paying is checked under the **Pay by term** field, then click **Continue**.
6. Select your **Method** of payment then click **Continue**.

7. Select **Continue**.

*Note: You will have the option of checking the Donation box in order to make a donation to University of The Bahamas.*
8. Confirm the amount you are paying and your payment method, then select **Submit Payment**.
9. View, then print your receipt.

Account Payment

Thank you for your payment. We will send you a confirmation e-mail with payment details. For a record of all your payments, please see the Payment History.

<table>
<thead>
<tr>
<th>Amount</th>
<th>Method</th>
<th>Additional Items</th>
<th>Confirmation</th>
<th>Receipt</th>
</tr>
</thead>
</table>

Payment Receipt

Your payment in the amount of $520.00 was successful. Please print this page for your records.

- Payment date: 6/6/18
- Amount paid: $520.00
- Transaction type: Purchase
- Student name: Antonio M. Banderas
- Paid to: University of the Bahamas
- UNITED STATES
- Web address: https://testsecure.touchnet.net:8443/C25254Test_tsa/web
- Account number: XXXXXXXXXXXX1111
- Card type: VISA
- Name on card: Natalie Test
- Card not present for this transaction.

Adding Payment Method

1. While you are still in the Banner TouchNet interface, select My Profile in the top right header.

2. In the dropdown menu, select Payment Profile.
3. Under the **Method** dropdown option select **Credit or Debit Card**, then click **Select**.

4. Enter your debit/credit card number in the *Card number* field, then select **Continue**.

**Note:** If you receive the message below, then you have entered an incorrect or invalid debit/credit card number and will need to correct it and complete the payment processing.

```
Your card could not be validated against the accepted types. Please enter a different card number or choose another payment option.
```