1. Visit 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**.

![Account Payment](image)

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.

![Account Payment](image)
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.

Payment Receipt

- 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://test.secure.touchnet.net:443/C25254test_tsaweb
- Account number: XXXXXXXXXXXX11111
- 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**.

![Add New Payment Method](image1)

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

![Add New Payment Method](image2)

**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.

![Payment Message](image3)