

## ON-LINE PAYMENT INSTRUCTIONS

1. Go to CGTC Website at [www.centralgatech.edu](http://www.centralgatech.edu)
2. Click on the down-arrow next to the words “**Quick Links**”
3. Click on **BannerWeb**
4. If you see a Security Alert box – click on Yes
5. Click on **Enter BannerWeb**
6. Enter your User ID (initially this is your social security number with no dashes)
7. Enter your PIN (initially this is your birthday in MMDDYY format with no dashes)
8. Click on **Login**
9. Click on the words **Student Services, Financial Aid, & Registration**
10. Click on the words **Student Records**
11. Click on the words **Charges and Payments by Term**
12. Click on **Pay Online** (at the bottom of the screen)
13. Choose your term code
14. Click on **Select Term**
15. Enter the amount you want to pay and click on **Pay by Credit**
16. Enter your credit card information and click **Continue Credit Card Payment**
17. Verify the information and click **Complete Credit Card transaction**