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)

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

**Step 7:** Insert Payment amount

**Step 8:** Enter card information