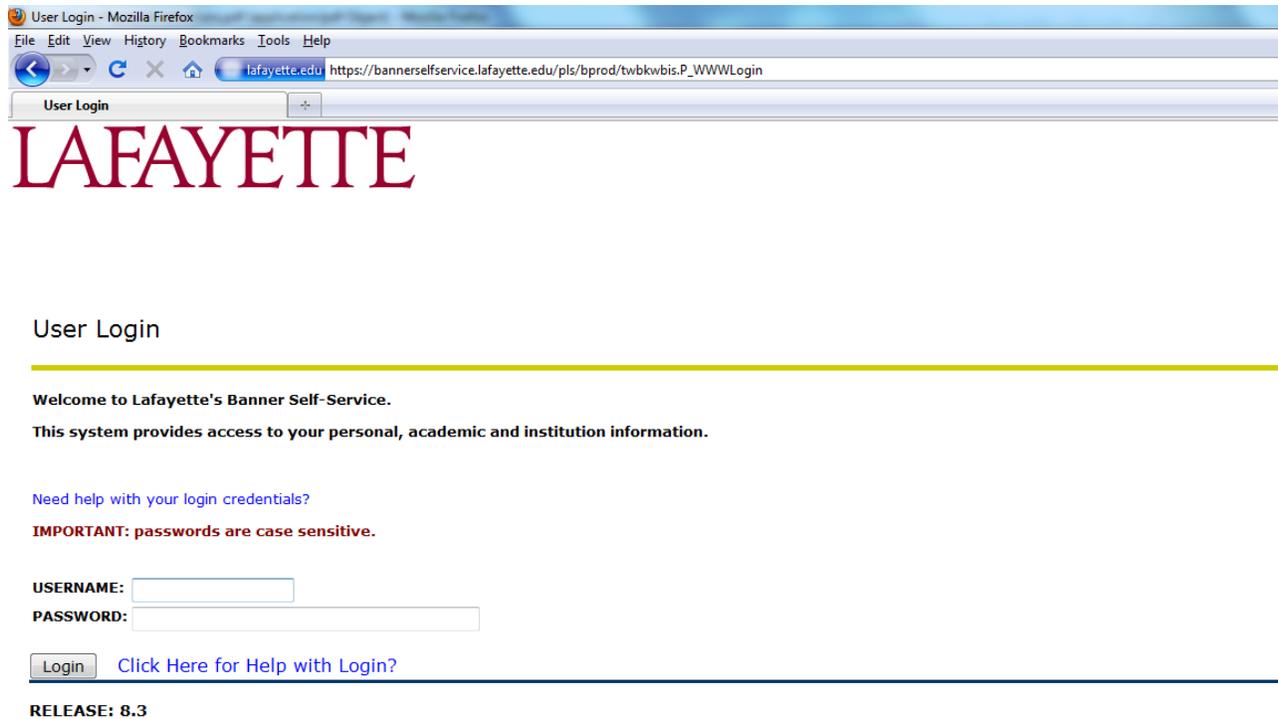
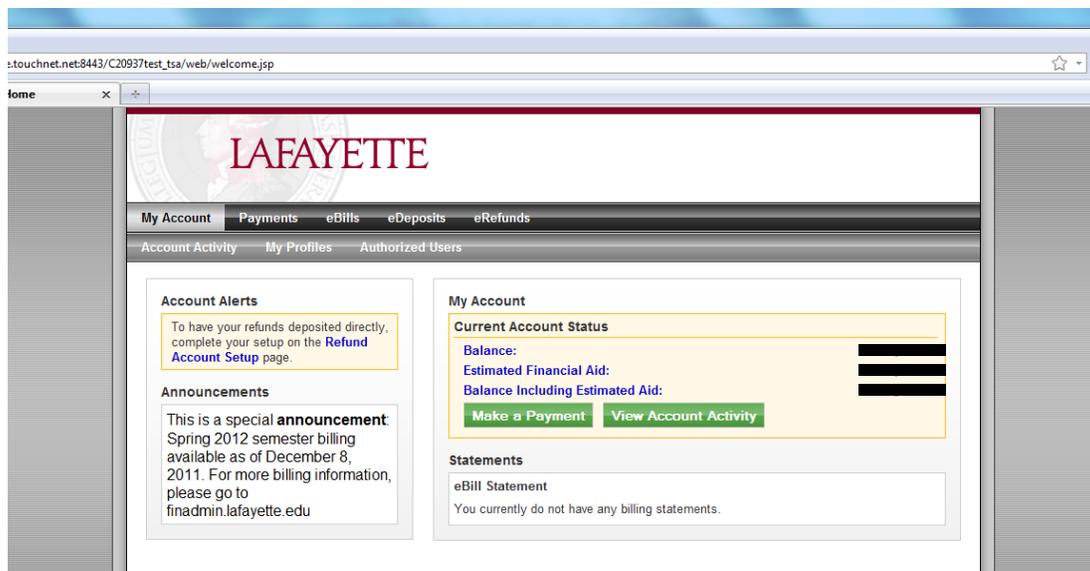


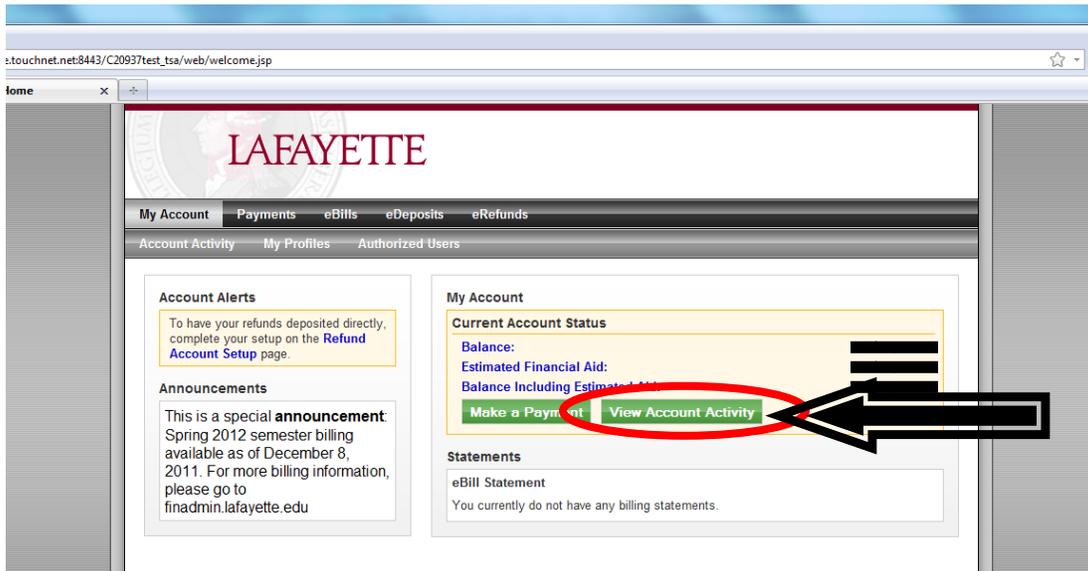
3. Log into Banner Self Service using your Lafayette College user ID and password.



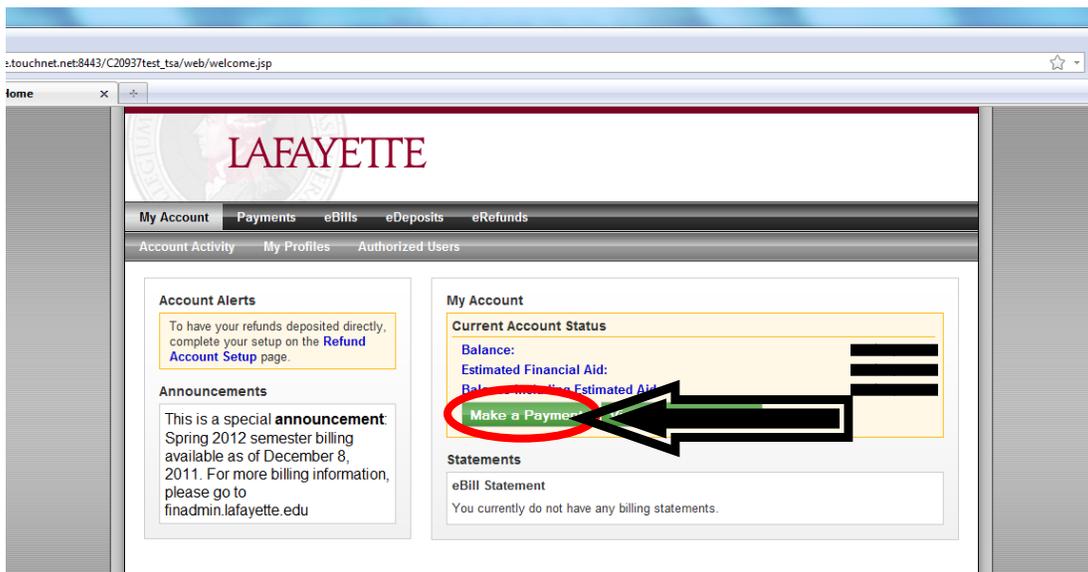
4. Once you are in Banner Self-Service, you will see a tab called "Student and Financial Aid." On that tab, click on the link entitled "Student Account."
5. On the Student Account menu page, select "View and/or Pay Your Bill Online." You will be transferred to a section of the website on which you can view your bill, make a payment and set up your banking information for electronic refunds, among other functions.



- To view the most recent e-bill that has been posted, follow the active link under the Statements section of the page. To view account activity in more detail (and any activity that may have occurred subsequent to the e-bill being posted), click the View Account Activity button. You can select any term to see the activity for that term's charges.



- To make a payment, click the "Make a Payment" button.



- You will see the current balance due. To make a payment, click the "Make a Payment" button again.
- In the blank, type in the amount you wish to pay and select a date on which you want to schedule the payment. Then click "Continue."

10. Select your payment method in the drop down box. You will have the option of paying by e-check. For electronic check options, you can either enter your checking or savings account information each time you want to make a payment or you can save the bank account information in the system if you want to use the same account periodically. If you have one or more bank accounts saved in your profile in the system, the drop down menu will allow you to select from among them. Once you select your payment method, click “Select.”

11. With the E-Check option, enter the required information about the bank account from which you want to pay, including your bank's routing number, your account number and the name on the account. Under the Option to Save section, click the box and type in a name and the banking information will be securely saved in your profile and available for use whenever you log in.

**LAFAYETTE**

My Account | Payments | eBills | eDeposits | eRefunds

Account Payment | Payment History

### Account Payment

| Amount | Payment Method | Confirmation | Receipt |
|--------|----------------|--------------|---------|
|--------|----------------|--------------|---------|

**Select Payment Method**

Payment amount: \$50.00  
Payment method: New Electronic Check (checking/savings)

\*Credit card payments are handled through PayPath™, a tuition payment service, unless scheduled for a future date.

Electronic Check - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.

**Account Information**  
\*Indicates required fields  
Personal accounts only. No corporate accounts, i.e. credit cards, home equity, traveler's checks, etc.

\*Account type:   
\*Routing number:   
\*Account number:   
\*Confirm account number:   
\*Name on account:

**Refund Options**  
Only ONE account can be designated to receive refunds.

Check here if you would like refunds to be deposited into this account.

**Option to Save**

Save this payment method for future use  
Save payment method as:   
(e.g. Primary Checking)

12. Students will have the option of using that bank account to receive any applicable refunds from the College. If the account from which payments are made is different than the one into which you want deposits to be made, you can also enter the e-refund bank account information elsewhere.

**LAFAYETTE**

My Account | Payments | eBills | eDeposits | eRefunds

Account Payment | Payment History

### Account Payment

| Amount | Payment Method | Confirmation | Receipt |
|--------|----------------|--------------|---------|
|--------|----------------|--------------|---------|

**Select Payment Method**

Payment amount: \$50.00  
Payment method: New Electronic Check (checking/savings)

\*Credit card payments are handled through PayPath™, a tuition payment service, unless scheduled for a future date.

Electronic Check - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.

**Account Information**  
\*Indicates required fields  
Personal accounts only. No corporate accounts, i.e. credit cards, home equity, traveler's checks, etc.

\*Account type:   
\*Routing number:   
\*Account number:   
\*Confirm account number:   
\*Name on account:

**Refund Options**  
Only ONE account can be designated to receive refunds.

Check here if you would like refunds to be deposited into this account.

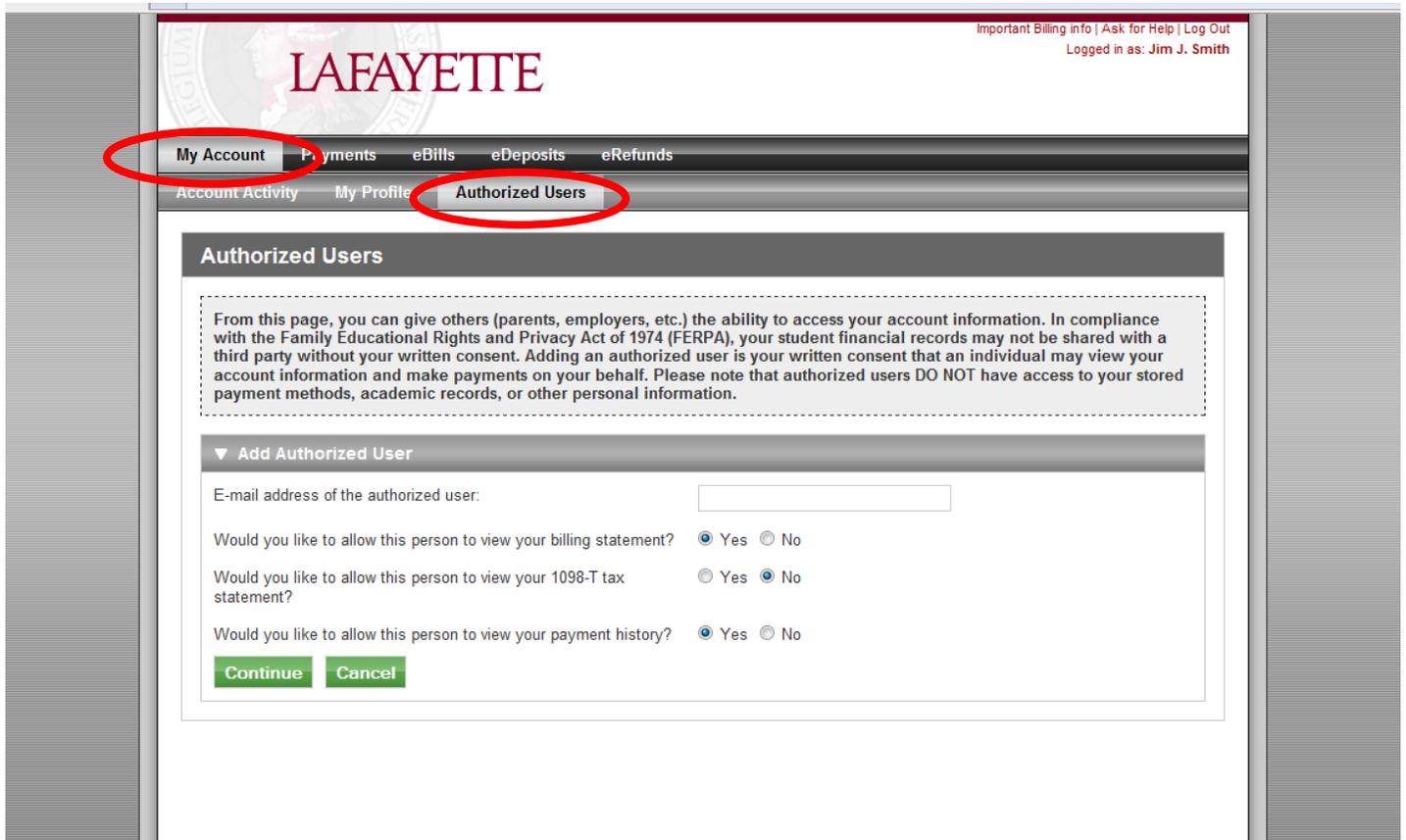
**Option to Save**

Save this payment method for future use  
Save payment method as:   
(e.g. Primary Checking)

13. Click “Continue” when ready. Then review your payment information. If all is correct, click “Submit Payment.” Print your receipt for your records.

## Setting up Authorized Users and Other Profile Information

If you want to allow someone other than yourself to be able to view the activity in your account and/or make payments on your behalf, you may set them up as an authorized user of the system. To do this, simply go the Authorized Users section of the My Account tab and provide the required information.



The screenshot shows the Lafayette University My Account page. The top navigation bar includes "My Account", "Payments", "eBills", "eDeposits", and "eRefunds". The "My Account" tab is highlighted with a red circle. Below it, the "Authorized Users" sub-tab is also highlighted with a red circle. The main content area is titled "Authorized Users" and contains a disclaimer: "From this page, you can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information." Below the disclaimer is a section titled "Add Authorized User" with a dropdown arrow. It contains three questions with radio button options: "E-mail address of the authorized user:" with an input field; "Would you like to allow this person to view your billing statement?" with "Yes" selected; "Would you like to allow this person to view your 1098-T tax statement?" with "No" selected; and "Would you like to allow this person to view your payment history?" with "Yes" selected. At the bottom are "Continue" and "Cancel" buttons.

In the My Profile section of the My Account tab, be sure to add your bank account information for payments and/or refunds and provide your cell phone number to receive text notification of bill postings.