

## **Payment Instructions**

### **How to make a payment online:**

1. Log in to <http://my.commmnet.edu/>
2. Click on Banner Student & Faculty Self Service
3. Choose college
4. Click on Billing & Payment
5. Under my Account/Payment Information
6. Click on Student Account & Payment Center
7. Click on Student Account & Payment Center
8. Make payment (click on green button)
9. Enter the amount you are paying and click on continue (green button)
10. Select method of payment and continue
11. Enter credit/debit card number or bank account information for electronic check payment and continue
12. Complete payment

### **How to enroll in a Payment Plan: (Last day to sign up for a Payment Plan is 9/4/19)**

1. Log in to <http://my.commmnet.edu/>
2. Click on Banner Student & Faculty Self Service
3. Choose college
4. Click on Billing & Payment
5. Under my Account/Payment Information
6. Click on Student Account & Payment Center
7. Click on Student Account & Payment Center
8. Make payment (click on green button)
9. Click on Payment Plans tab
10. Enroll now
11. Select term and click Select
12. Click on details to view payment plan information
13. Select
14. Continue
15. Select payment method and continue
16. Enter credit/debit card number or bank account information for electronic check payment and continue
17. Complete payment