

## How To Make a Payment Via Self-Service Banner

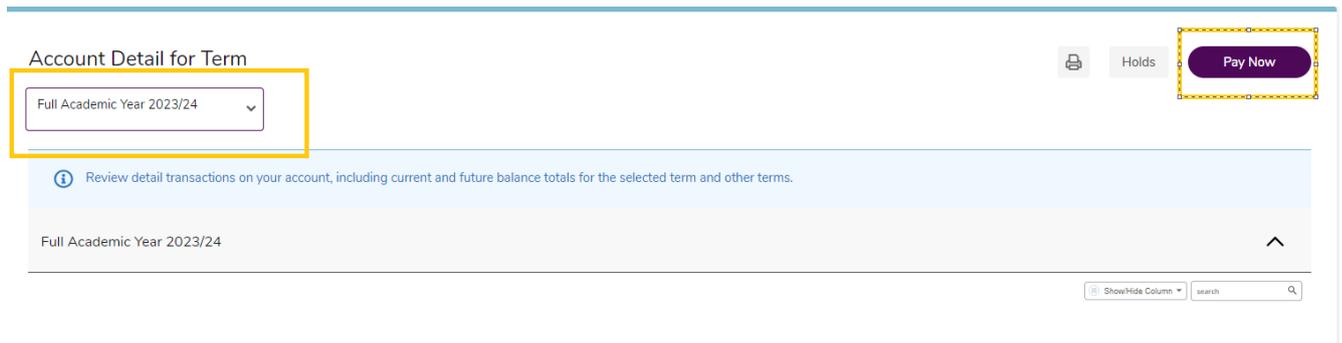
You can use this guide to view the fees on your student account and to make a payment using a debit or credit card. Please note that only registered students can access Self-Service Banner.

### Step 1

- Log into [Self-Service Banner](#) using your ATU login details
- Select 'Pay Fees' from the menu

### Step 2

- You will be directed to a new page. Select the current academic year and then click 'Pay Now'



Account Detail for Term

Full Academic Year 2023/24

Review detail transactions on your account, including current and future balance totals for the selected term and other terms.

Full Academic Year 2023/24

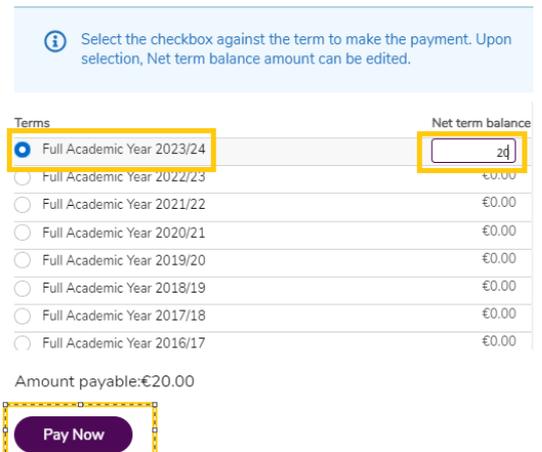
Show/Hide Column search

### Step 3:

A pop-up screen will appear.

- Select the current academic year.
- The amount under the 'Net Term Balance' will default your total outstanding fees.
- If you do not want to pay the total amount, you can edit the value. Click the amount under 'Net Term balance' and edit as appropriate.
- Select 'Pay Now'

### Payment



Select the checkbox against the term to make the payment. Upon selection, Net term balance amount can be edited.

Terms	Net term balance
<input checked="" type="checkbox"/> Full Academic Year 2023/24	20.00
<input type="checkbox"/> Full Academic Year 2022/23	€0.00
<input type="checkbox"/> Full Academic Year 2021/22	€0.00
<input type="checkbox"/> Full Academic Year 2020/21	€0.00
<input type="checkbox"/> Full Academic Year 2019/20	€0.00
<input type="checkbox"/> Full Academic Year 2018/19	€0.00
<input type="checkbox"/> Full Academic Year 2017/18	€0.00
<input type="checkbox"/> Full Academic Year 2016/17	€0.00

Amount payable: €20.00

Pay Now

### Step 4:

- You will be directed to a 'Billing Information' screen where you will be asked to input the details of the debit/credit card holder.
- Select 'Continue to Payment'. You can then enter the card details.