

## ONLINE CREDIT CARD PAYMENT INSTRUCTIONS

*Accepts Visa, MasterCard, Discover and American Express*

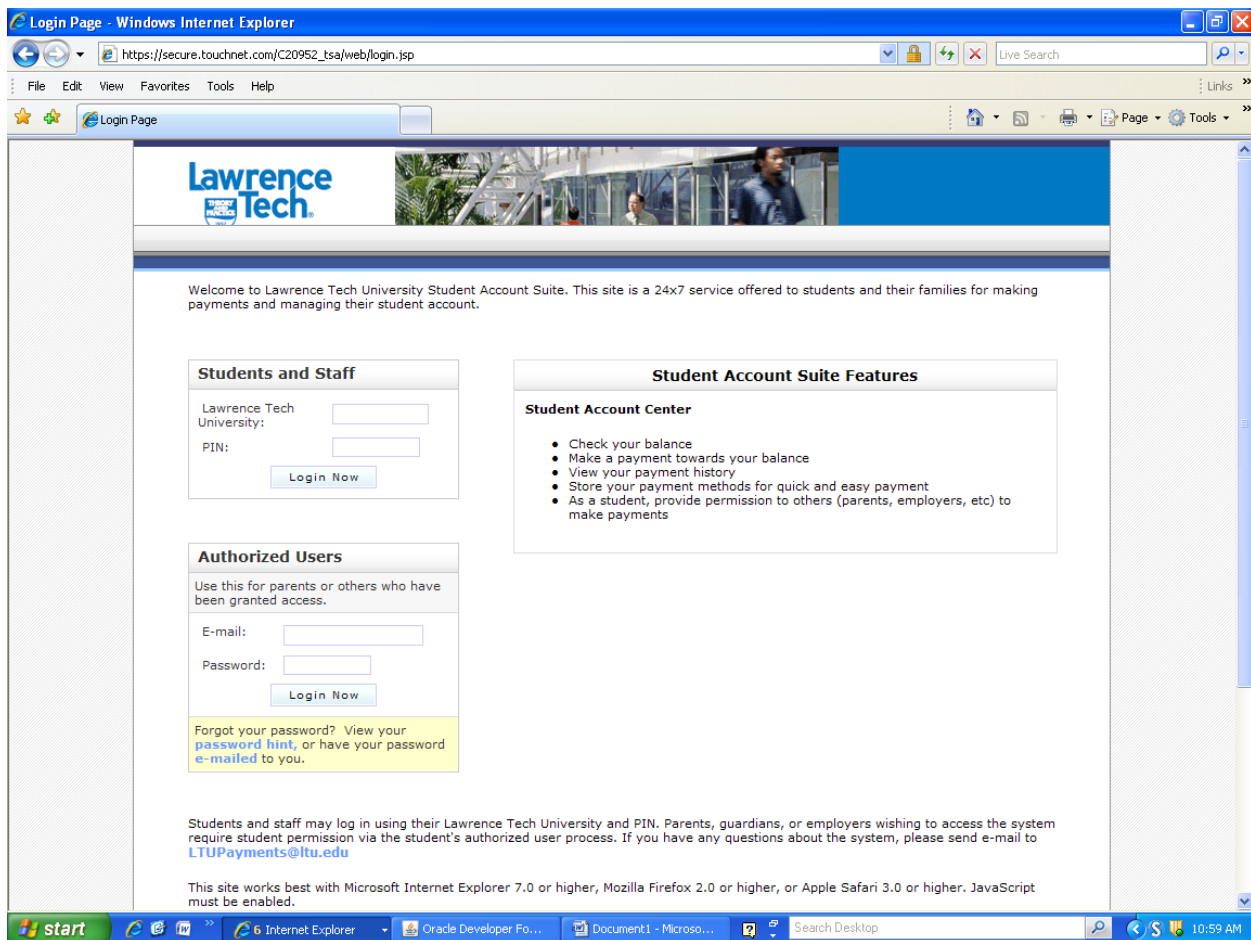
Parents, guardians, or employers wishing to access online payment system require student's permission via the student's authorized user process.

- Login Banner Web
- Enter User ID (Banner ID)
- Enter PIN
- Student and Financial Aid
- Student Account
- Account Detail for Term - Enter term - Submit
- Click on PAY NOW button X 2 (will link you to payment screen)

### **STUDENTS CAN ENTER PAYMENT INFORMATION or CONTINUE TO ADD AUTHORIZED USERS**

- Click on tab Authorized Users at the top of the page
- Click on Add Authorized User
- Add Email Address of Authorized User
- Select Yes or No - Would you like this person to view payment history
- Ok to add user
- Sign terms and conditions - Continue

Email will be sent to the Authorized User with the website link, password and instructions on how to sign in.



Lawrence Tech

Welcome to Lawrence Tech University Student Account Suite. This site is a 24x7 service offered to students and their families for making payments and managing their student account.

**Students and Staff**

Lawrence Tech University:

PIN:

[Login Now](#)

**Authorized Users**

Use this for parents or others who have been granted access.

E-mail:

Password:

[Login Now](#)

Forgot your password? View your [password hint](#), or have your password e-mailed to you.

**Student Account Suite Features**

**Student Account Center**

- Check your balance
- Make a payment towards your balance
- View your payment history
- Store your payment methods for quick and easy payment
- As a student, provide permission to others (parents, employers, etc) to make payments

Students and staff may log in using their Lawrence Tech University and PIN. Parents, guardians, or employers wishing to access the system require student permission via the student's authorized user process. If you have any questions about the system, please send e-mail to [LTUPayments@ltu.edu](mailto:LTUPayments@ltu.edu)

This site works best with Microsoft Internet Explorer 7.0 or higher, Mozilla Firefox 2.0 or higher, or Apple Safari 3.0 or higher. JavaScript must be enabled.