Instructions for setting up your NBS Payment Plan using Banner Self-Service

1. Log into Banner Self Service at [https://selfservice.stlcc.edu](https://selfservice.stlcc.edu) or on STLCC Public Website

2. Click on the “NBS Payment Plan” tab at the top of the page.

3. Click on the NBS Payment Plan logo

4. A pop up message will display that says “Payment plan option selected”. Click OK.

5. You will now be directed to the NBS Payment Plan website. Create your NBS Payment Plan Account profile.

6. A summary page of your charges for the current term will display. Select then

7. CONTINUALLY Monitor the progress tracker at top of each page.

8. Confirm amount due then click Next

9. Select a NBS Payment Plan options. Review carefully required down payment DUE TODAY

10. A NONREFUNDABLE ENROLLMENT FEE pop up message will display Click OK.

11. ADD BANKING INFORMATION and click the Save button.

12. Now you will select the payment date option (10th or 20th)

13. Next CAREFULLY REVIEW AGREEMENT DETAILS AND ALL TERMS AND CONDITIONS
14. Check “I have read and accept the terms and conditions of this payment plan” then Authorize, If you agree.

15. NOW! Check your email account for your enrollment confirmation.

*ENROLLMENT FEE AND DOWN PAYMENT (IF APPLICABLE) MUST BE SUCCESSFUL TO HAVE AN ACTIVE NBS PAYMENT PLAN. Questions?? Contact 314-539-5276

**To access your active NBS Payment Plan agreement. Simply Log into your Banner Self Service at https://selfservice.stlcc.edu and select the NBS Payment Plan logo to Monitor and Update/Change Banking Information.