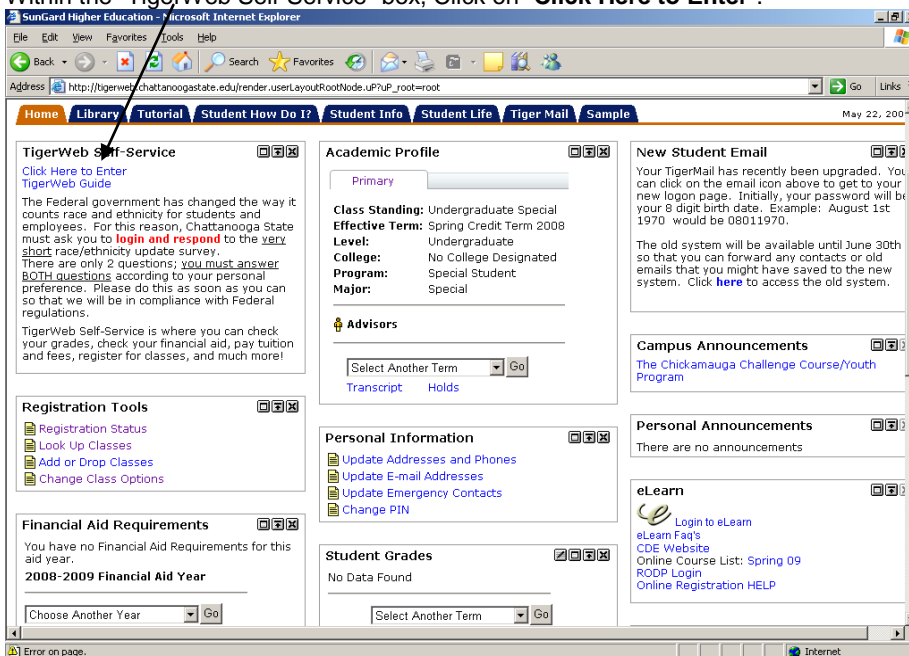


INSTRUCTIONS FOR BUILDING STUDENT PROFILES

Students may set up more than one payment profile. The different methods will appear in a list the next time the “Payment Profile” tab is selected. Student may then select method to use. Each payment can be paid by a different method, as long as that method is setup in your profile.

1. Go to www.chattanoogaastate.edu
2. Click on **“Log on TigerWeb”**.
 - USER ID = Banner Student ID number (A00xxxxxx)
 - PIN (password)
3. Within the “TigerWeb Self-Service” box, Click on **“Click Here to Enter”**.



4. Click on **“Student”**.
5. Click on **“Student Account”**.
6. Click on **“Account Detail for Term/Confirm Enrollment/Credit Card Payment”**.
7. “Select Term” from the drop down menu and click **“Submit”**.

**Example: Credit Students – Fall Credit Term 2011
Tennessee Technology Students – Fall TTC Term 2011**

****IMPORTANT****

***Selecting the incorrect term results in the student receiving a message stating they are not registered in that term.**

8. A summary of your account appears on the screen. Click on **“Yes, I will attend”** to confirm your enrollment.
9. The student is “Directed to the secure site”, click **“Continue”**.
10. From the Home Page of Student Account Suite, click on **“My Profiles”**.
11. Under the **“Personal Profile”** tab, the student will be able to set up an alternate email or prompt Self Service to send a reminder when an installment is due, if they are on the Deferred Fee Payment Plan.
12. Under the **“Payment Profile”** tab, the student may set up a payment profile for a bank account or credit card.
 - For a Bank Account, click on the drop down list and select **“Bank Account (checking/savings)”** and click **“Go”**. Fill in the information requested and click **“Save”**.
 - For a Credit Card Account, click the drop down list and select **“Credit Card”** and click **“Go”**. Fill in the information requested and click **“Save”**.

“Chattanooga State began processing paper checks electronically effective July 19, 2007. If you deliver a check in-person or mail it to the college, your paper check will be converted to an electronic Automated Clearing House (ACH) transaction. For your reconciliation purposes, these checks will now appear on your monthly bank statement as an Electronic Debit. If for any reason you do not wish your check to be converted to an electronic debit, please send your payment to the address noted above, with notification that you do not want your check processed electronically.”