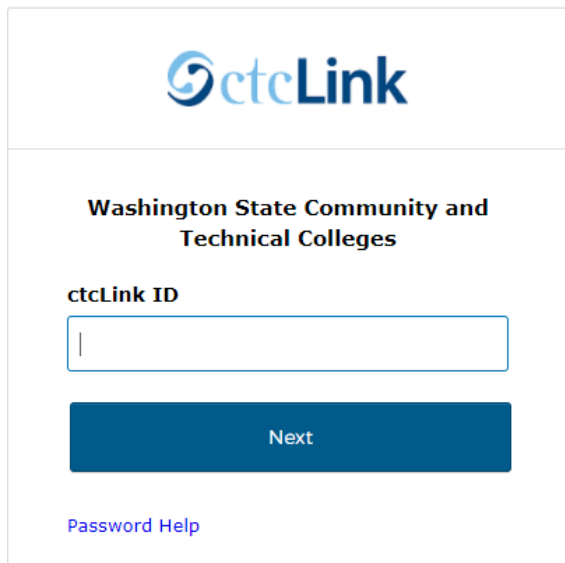


Make Payment on Your Account

1. Sign into ctclink at <https://myaccount.ctclink.us>



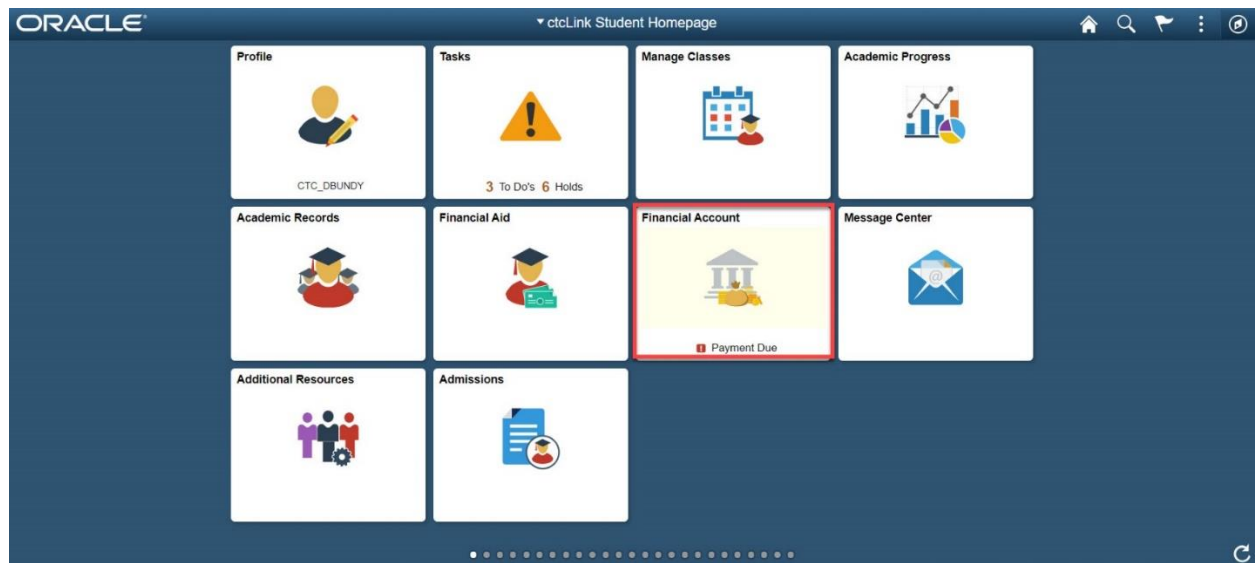
The image shows the ctclink login page. At the top is the ctclink logo. Below it, the text reads "Washington State Community and Technical Colleges". There is a field for "ctclink ID" with a cursor inside. Below the field is a blue "Next" button. At the bottom left, there is a link for "Password Help".

2. Select **Student Homepage**



The image shows the ctclink Gateway dashboard. At the top left is the ctclink logo and "My Institution View". At the top right is "Welcome". Below the logo is a box for "SVC | Skagit Valley College". To the right is a large banner for "ctclink GATEWAY". Below the banner are three sections: "Canvas", "Your Gateway to ctclink", and "How Do I...?". The "Student Homepage" link in the "Canvas" section is highlighted with a red box. The "Your Gateway to ctclink" section contains a "Welcome!" message and a paragraph: "You have arrived at the ctclink Gateway for Washington's community and technical colleges. The links at the left should not you everywhere you need to". The "How Do I...?" section contains a paragraph: "If you need help with how to use some of the ctclink tools, check out the [ctclink Training website](#). There you'll find Quick Reference Guides (QRG) and training exercises to get you on your way."

3. Select the **Financial Account** tile.



The image shows the ctclink Student Homepage dashboard. At the top left is the ORACLE logo. At the top center is "ctclink Student Homepage". At the top right are icons for home, search, and user profile. Below the header is a grid of tiles. The tiles are: "Profile" (CTC_DBUNDY), "Tasks" (3 To Do's 6 Holds), "Manage Classes", "Academic Progress", "Academic Records", "Financial Aid", "Financial Account" (highlighted with a red box, showing Payment Due), "Message Center", "Additional Resources", and "Admissions".

4. The Financial Accounts page will open to your **Account Balance**.

The screenshot shows the 'Account Balance' page. The top navigation bar includes 'ctcLink Student Homepage' and 'Account Balance'. A sidebar on the left contains menu items: 'Account Balance Due Now 333.33', 'Charges', 'Payments', '1098-T', 'Payment Plans', and 'Other Account Activities'. The main content area is titled 'What I Owe' and contains a table with the following data:

Term	Charges & Deposits	Total Due
SPRING 2019	333.33	333.33
Total	333.33	333.33

Below the table, it states 'Currency used is US Dollar'.

5. Click on **Make a Payments** under Payments.

This screenshot shows the 'Account Balance' page with the 'Make a Payment' button in the sidebar highlighted with a red box and a red arrow pointing to it. The main content area shows the 'What I Owe' table with the following data:

Term	Charges & Deposits
SPRING 2020	3,497.76
Total	3,497.76

Below the table, it states 'Currency used is US Dollar'.

6. Enter the amount you want to pay. Then click **Next**.

The screenshot shows the 'Specify Payment Amount' page. The sidebar on the left has 'Make a Payment' highlighted. The main content area is titled 'Specify Payment Amount' and includes a 'Make a Payment' link. Below this, there is a table with the following data:

Description	Outstanding Charges	Payment Amount
Seattle Central College	3,497.76	632.90

Below the table, it states 'Currency used is US Dollar'. At the bottom, there are 'Cancel' and 'Next' buttons. A red box highlights the 'Payment Amount' field containing '632.90', with a red arrow pointing to it from above. Another red arrow points to the 'Next' button from below.

7. Click **Continue to Make Payment** to pay by Visa or Mastercard.

The screenshot shows the 'Confirm Payment' page on the ctcLink Student Homepage. On the left is a navigation menu with 'Make a Payment' highlighted. The main content area has a 'Make a Payment' section with a 'Confirm Payment' sub-section. A message states: 'Your payment of 1,000.00 USD will be collected through our secure third party payment provider.' Below this message are three buttons: 'Cancel', 'Previous', and 'Continue to Make Payment'. The 'Continue to Make Payment' button is highlighted with a red rectangular box, and a red arrow points down to it from above.

8. Enter your Billing Information and Payment Details. Then, click **Finish**.

The screenshot shows the 'Confirm Payment' page with the 'Billing Information' and 'Payment Details' sections. The 'Billing Information' section includes fields for City (Vancouver), Country/Region (United States of America), State/Province (Washington), Zip/Postal Code (98063), and Email (oswald_penguin@mail.com). The 'Payment Details' section includes Card Type (with radio buttons for Visa, Discover, and Mastercard), Card Number (123456789098), and Expiration Date (12/2033). The 'Finish' button is highlighted with a red rectangular box, and a red arrow points down to it. A red bracket on the right side of the page spans from the top of the 'Billing Information' section to the 'Finish' button, with the text 'Enter all required fields. Scroll to move down the page.'

9. Check the information and click **Submit**.

The screenshot shows the 'Confirm Payment' page with the 'Submit Payment' section. A message states: 'If the following information is accurate, select the Submit button.' Below this is a 'Payment Summary' table with the following data:

Payment Summary	Payment Amount
Currency used is US Dollar	632.50

Below the table is a field for 'Card Number' with the value '1234'. At the bottom right of the page are two buttons: 'Cancel' and 'Submit'. The 'Submit' button is highlighted with a red rectangular box, and a red arrow points down to it from above.

10. Your payment has been accepted! You can “View the Confirmed Payment” to save for your records or “Make Another Payment”. Click the ctcLink Student Homepage button to navigate back to your homepage.

