

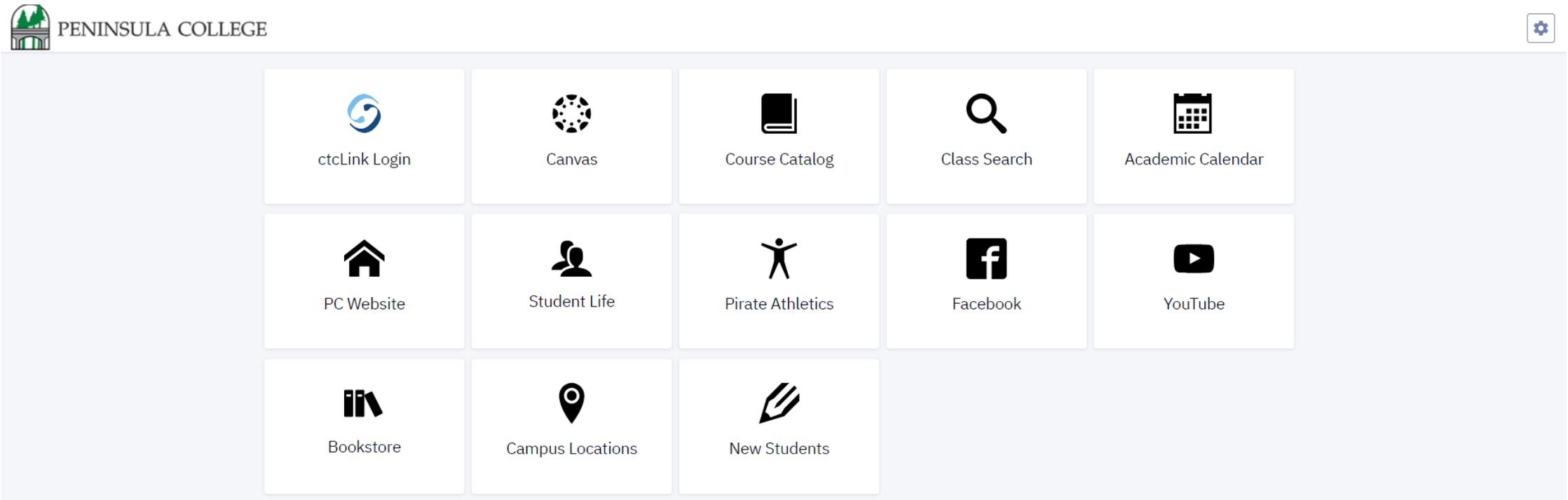
# How to Enroll in a Payment Plan in ctclink

This guide will show you how to enroll in a payment plan in your ctclink account.



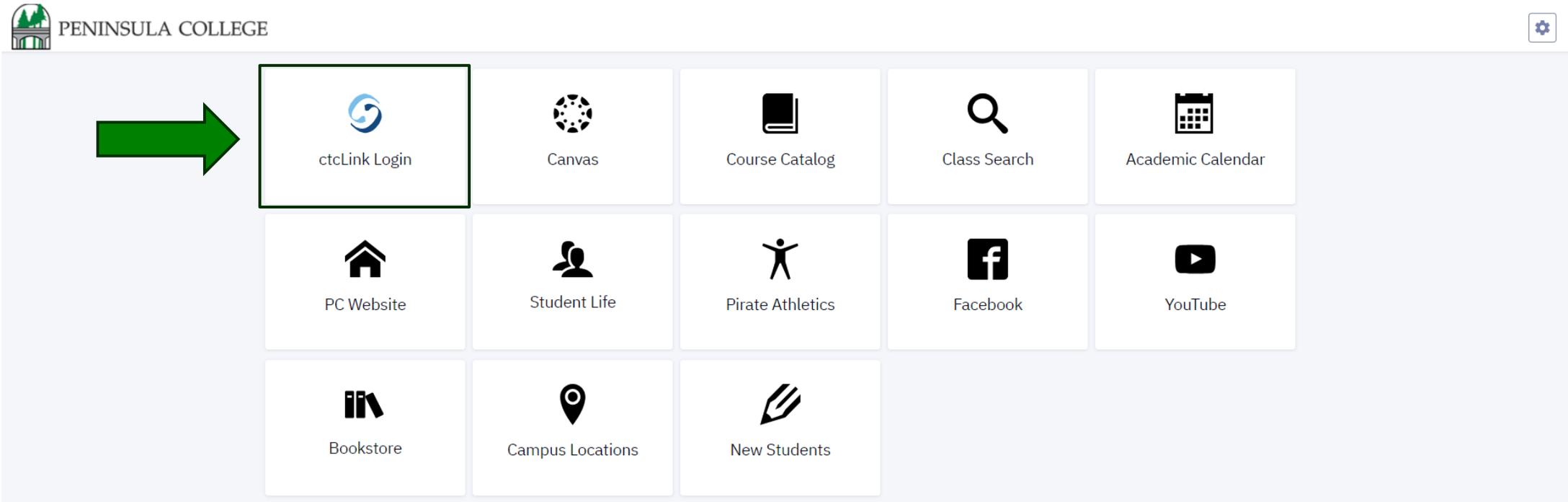
# Proceed to ctcLink:

1. Open web browser and go to the [ctcLink Mobile Site](#) OR open the ctcLink app on your mobile device.



# Navigate to ctcLink Login Portal:

2. Select/Tap on the ctcLink Login Tile.

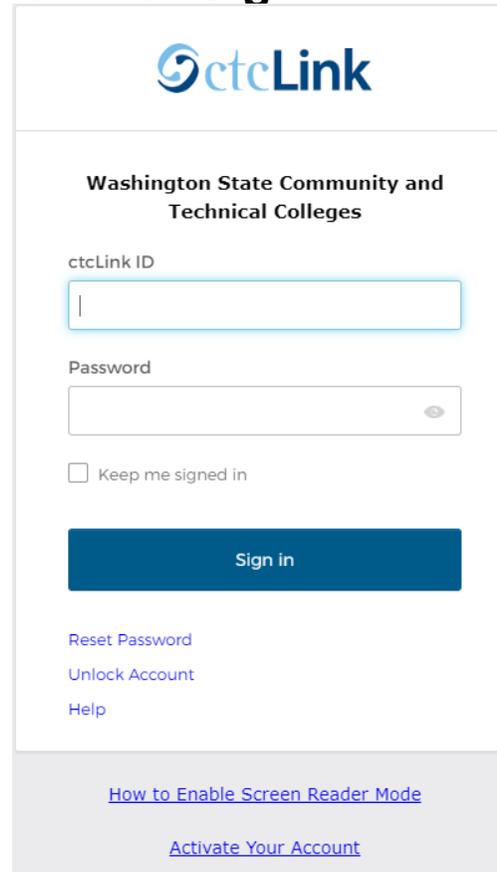


The image shows a screenshot of the Peninsula College dashboard. At the top left is the Peninsula College logo and name. At the top right is a settings gear icon. The main area contains a grid of service tiles. A large green arrow points to the 'ctcLink Login' tile, which is highlighted with a black border. The tiles are arranged as follows:

 ctcLink Login	 Canvas	 Course Catalog	 Class Search	 Academic Calendar
 PC Website	 Student Life	 Pirate Athletics	 Facebook	 YouTube
 Bookstore	 Campus Locations	 New Students		

# Log in to ctcLink:

3. Enter your ctcLink ID and password, then click **Sign in**.



The screenshot shows the ctcLink login interface. At the top is the ctcLink logo. Below it, the text "Washington State Community and Technical Colleges" is centered. The login form includes a "ctcLink ID" field, a "Password" field with a toggle icon, and a "Keep me signed in" checkbox. A blue "Sign in" button is positioned below the fields. At the bottom of the form, there are links for "Reset Password", "Unlock Account", and "Help". A grey footer bar contains links for "How to Enable Screen Reader Mode" and "Activate Your Account".

ctcLink

Washington State Community and  
Technical Colleges

ctcLink ID

Password

Keep me signed in

Sign in

[Reset Password](#)

[Unlock Account](#)

[Help](#)

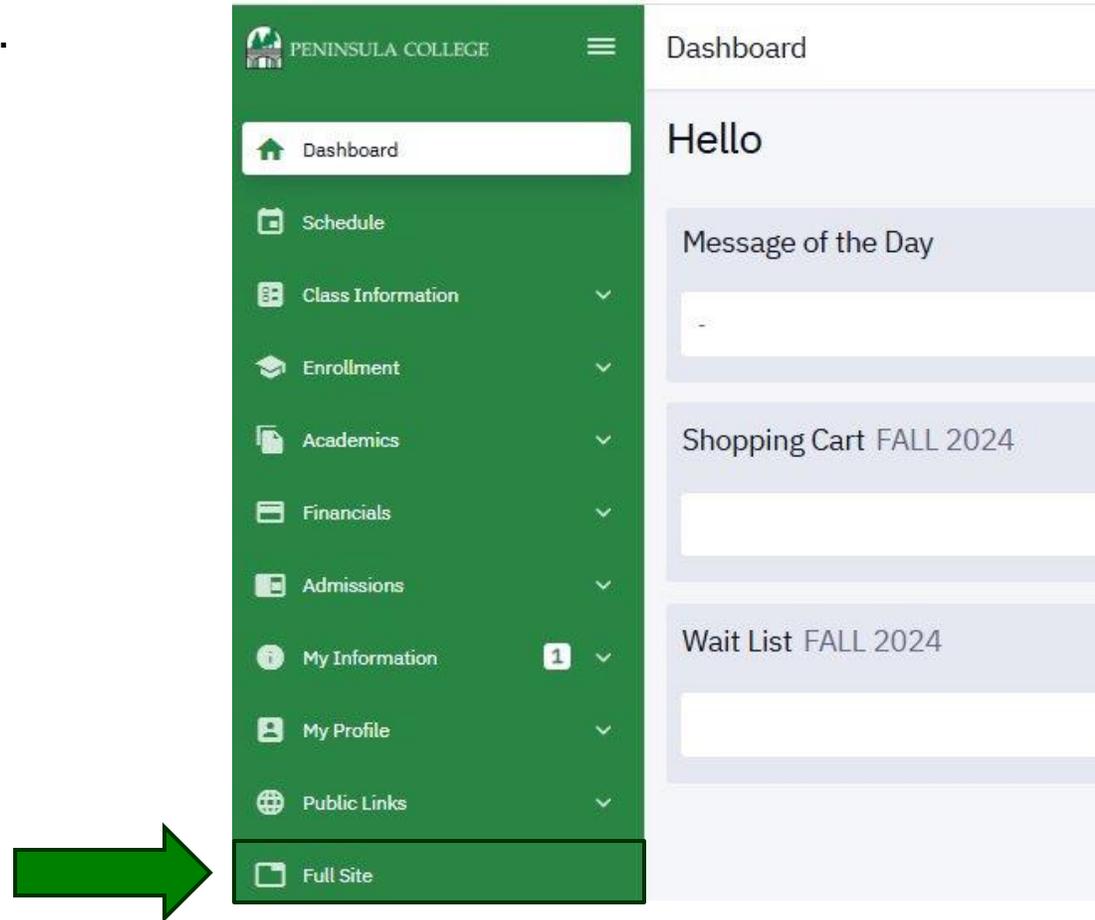
[How to Enable Screen Reader Mode](#)

[Activate Your Account](#)



# Select Full Site:

4. Click on **Full Site**.

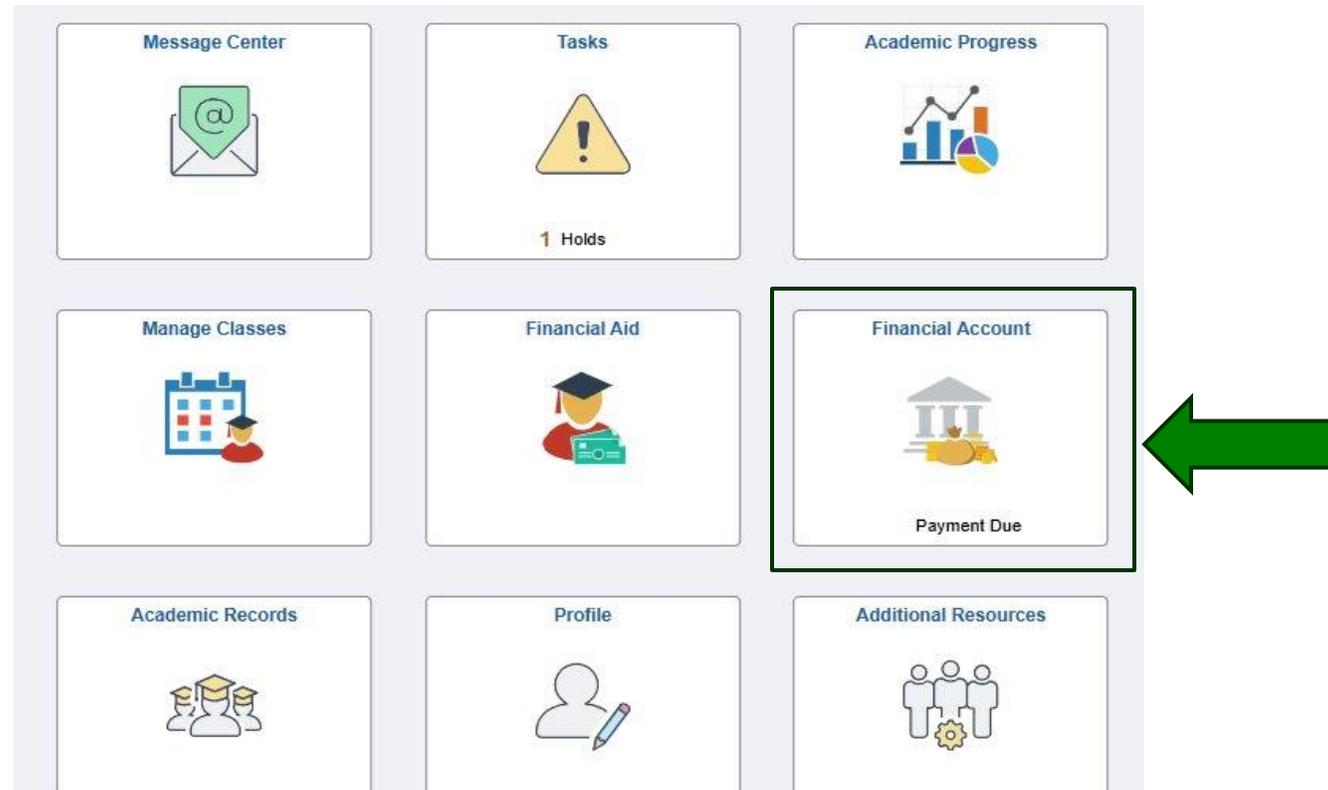


The image shows a screenshot of the Peninsula College dashboard. On the left is a green sidebar menu with the following items: Dashboard, Schedule, Class Information, Enrollment, Academics, Financials, Admissions, My Information (with a notification badge '1'), My Profile, Public Links, and Full Site. A large green arrow points to the 'Full Site' item at the bottom of the menu. The main content area on the right is titled 'Dashboard' and includes a 'Hello' greeting, a 'Message of the Day' section, a 'Shopping Cart FALL 2024' section, and a 'Wait List FALL 2024' section.



# Select Financial Account:

5. On the Student Homepage, select **Financial Account**.



# Account Balance:

6. The account balance for each term is displayed.

Account Balance

Account Balance  
Due Now 3,042.00  
Currency used is US Dollar

Charges

Payments

1098-T

Payment Plans

Other Account Activities

What I Owe

Term	Charges & Deposits	Total Due
FALL 2024	3,042.00	3,042.00
<b>Total</b>	<b>3,042.00</b>	<b>3,042.00</b>

Currency used is US Dollar



# Select Payment Plans:

7. Select **Payment Plans** and **Enroll in Payment Plan**.

The screenshot shows the 'ctclink Student Homepage' interface. At the top, there is a navigation bar with a back arrow and the text 'ctclink Student Homepage'. Below this, the 'Account Balance' section is highlighted in light green, showing 'Due Now 3,042.00' and 'Currency used is US Dollar'. A list of menu items follows: 'Charges', 'Payments', '1098-T', 'Payment Plans', 'Nelnet Payment Plan', 'Enroll in Payment Plan', and 'Other Account Activities'. The 'Payment Plans' and 'Enroll in Payment Plan' items are highlighted with black boxes, and large green arrows point to them from the right side of the image.

< ctclink Student Homepage
<b>Account Balance</b> Due Now 3,042.00 Currency used is US Dollar
Charges
Payments
1098-T
<b>Payment Plans</b>
Nelnet Payment Plan
<b>Enroll in Payment Plan</b>
Other Account Activities

# Review Payment Plan Options:

8. If eligible to enroll in a payment plan, select the plan to enroll. Click **Next**.



## Enroll in Payment Plan



### 1. Select Payment Plan

You are eligible to enroll in the following payment plans. You will need to follow the 4-step process for each payment plan you elect to enroll in.

Payment Plans	Maximum Amount	Number of Installments	First Due Date
<p>Fall 2022 Payment Plan</p> <p>This payment plan is available to students who have registered for Fall 2022. Tuition payments are broken out into three payments with the first due by the fall quarter tuition due date and the remaining due the 1st of each month thereafter. You can view the Academic Calendar for important tuition due dates.</p>			



# Review Installments:

9. Review the installment schedule, administrative fees and due dates. Click **Next**.

Eligible Charges	1,239.05	<b>Eligible Charges represent the balance available for the payment plan, max plan amount, and the number of installments.</b>
Plan Amount	5,000.00	
Number of Installments	3	

**Installment Schedule**

Due Date	Installment	Administrative Fee	Total Installment
08/24/2022	413.03	35.00	448.03
09/24/2022	413.01		413.01
10/24/2022	413.01		413.01
<b>Total</b>	<b>1,239.05</b>	<b>+</b> 35.00	<b>=</b> 1,274.05

Currency used is US Dollar

**Important:** The Installment Schedule is based on your current eligible charges of 1,239.05. If charges that are placed in this plan are reversed or reduced, your installment payment will also be automatically reduced. If you incur eligible charges in the future, they will be added to this installment schedule automatically, up to the amount of 5,000.00.



## Review Agreement Page:

10. Review the agreement page and confirm that you understand the agreement by selecting **Yes, I have read the agreement.** Click **Enroll.**



# Success:

11. Done! You are now enrolled in the payment plan.

## Enroll in Payment Plan



### 4. Result



Congratulations!

You have successfully enrolled in STEPP Winter 2020. Please keep the installment schedule for your reference.

### Installment Schedule

Due Date	Installment	Administrative Fee	Total Installment
12/17/2019	433.15	20.00	453.15
01/17/2020	433.14		433.14
02/17/2020	433.14		433.14
<b>Total</b>	<b>1,299.43</b>	<b>20.00</b>	<b>1,319.43</b>

[View my Account](#)



If you have any questions or need further assistance contact the IT Help Desk at (360) 417-6565 or [helpdesk@pencol.edu](mailto:helpdesk@pencol.edu)

