

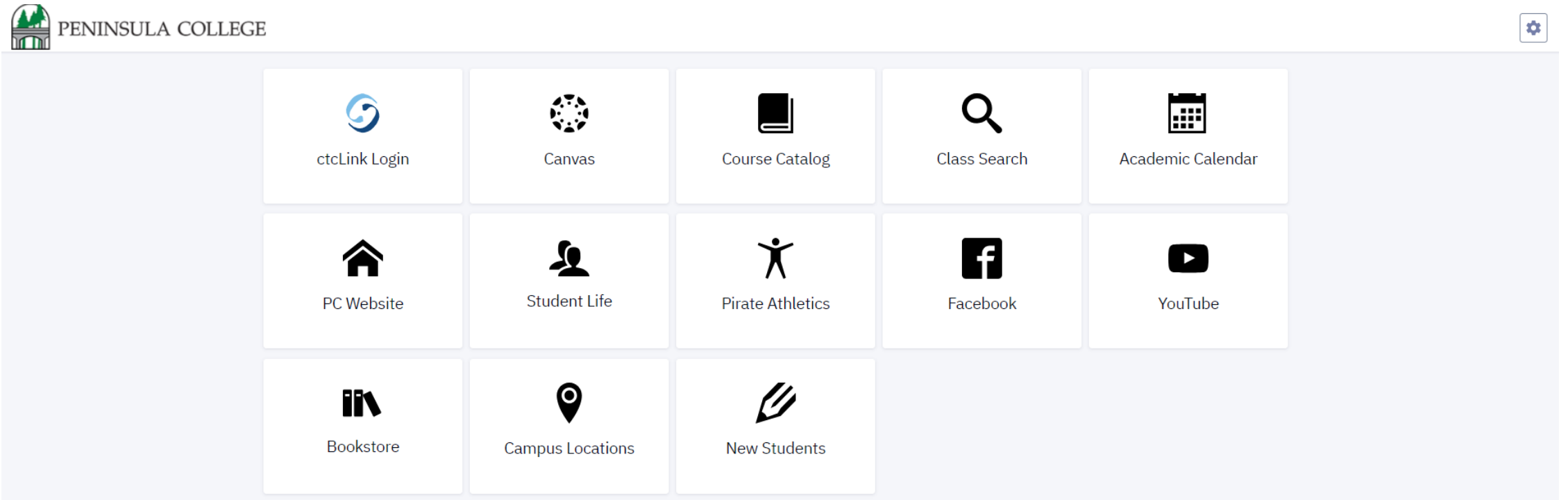
# How to Make a Payment in ctcLink

This guide will show you how to make a payment 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.

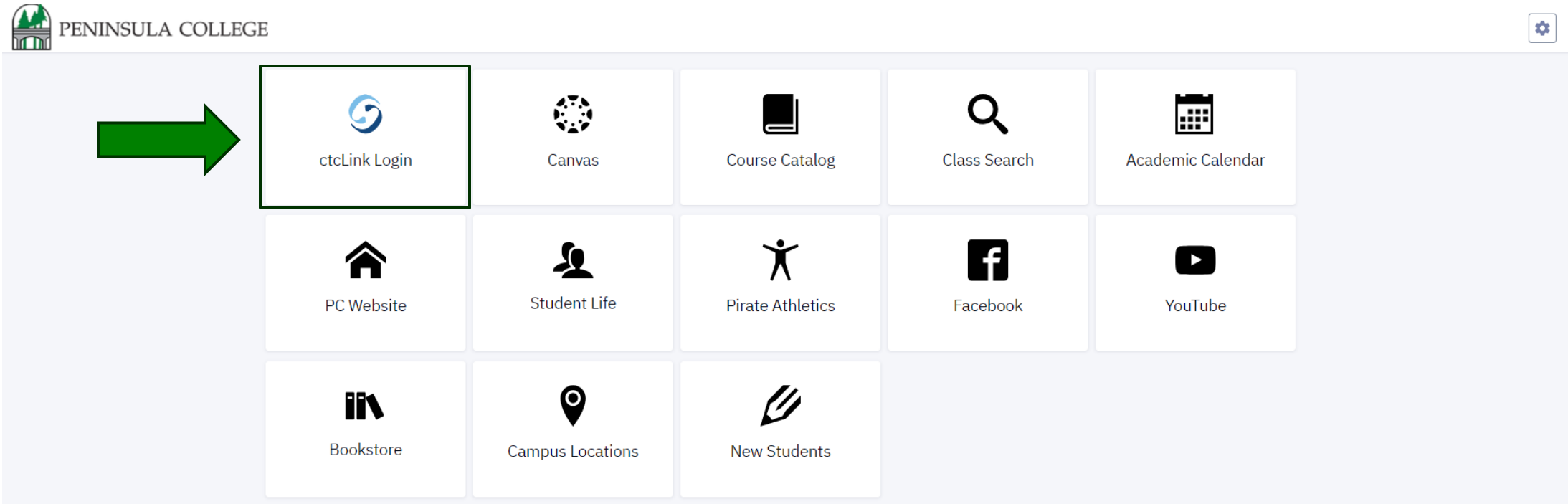


The screenshot shows the mobile site dashboard for Peninsula College. At the top left is the college logo and name, and at the top right is a settings gear icon. The main content area is a grid of 15 white tiles with icons and text labels:














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

# Navigate to ctcLink Login Portal:

2. Select/Tap on the ctcLink Login Tile.

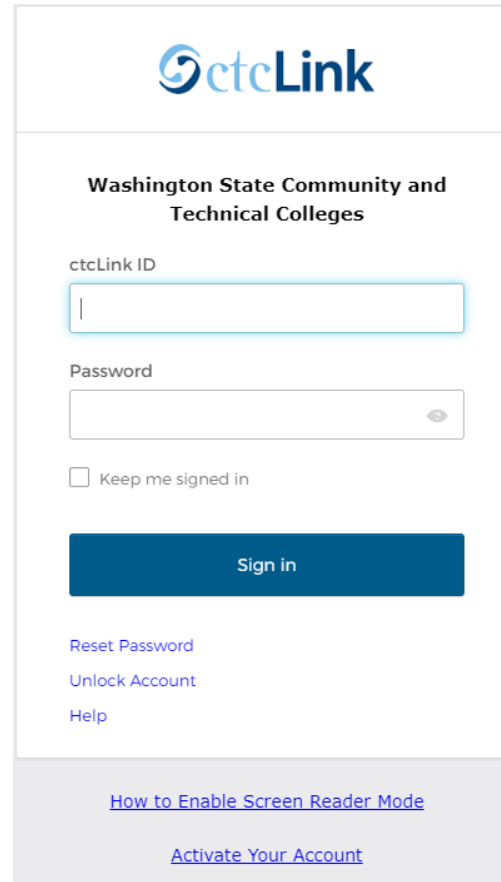


The image shows a screenshot of the Peninsula College dashboard. At the top left is the Peninsula College logo and name. At the top right is a settings gear icon. The main area contains a grid of service tiles. A large green arrow points to the 'ctcLink Login' tile, which is highlighted with a black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



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 for visibility, and a "Keep me signed in" checkbox. A blue "Sign in" button is positioned below the password field. At the bottom of the form 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

ctcLink ID

Password

Keep me signed in

Sign in

[Reset Password](#)

[Unlock Account](#)

[Help](#)

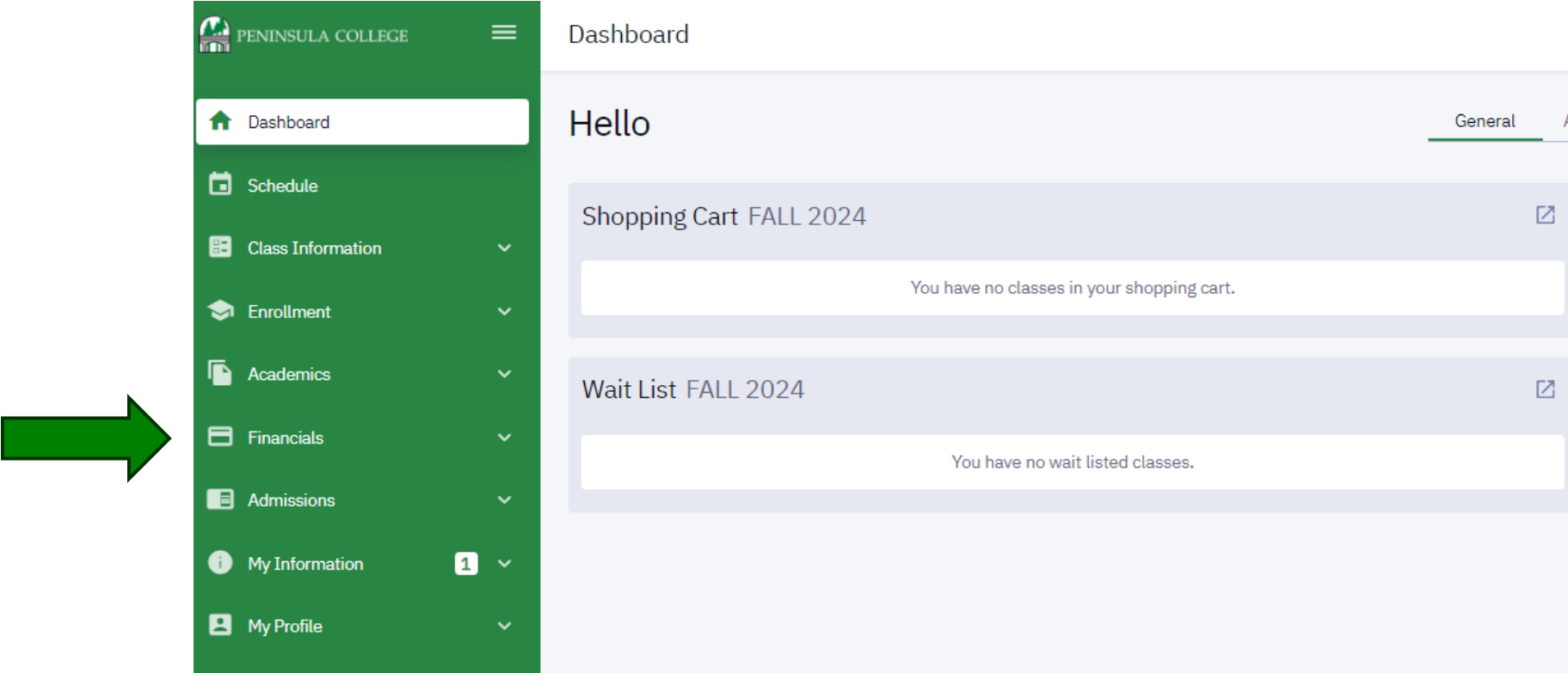
[How to Enable Screen Reader Mode](#)

[Activate Your Account](#)



# Expand Financials:

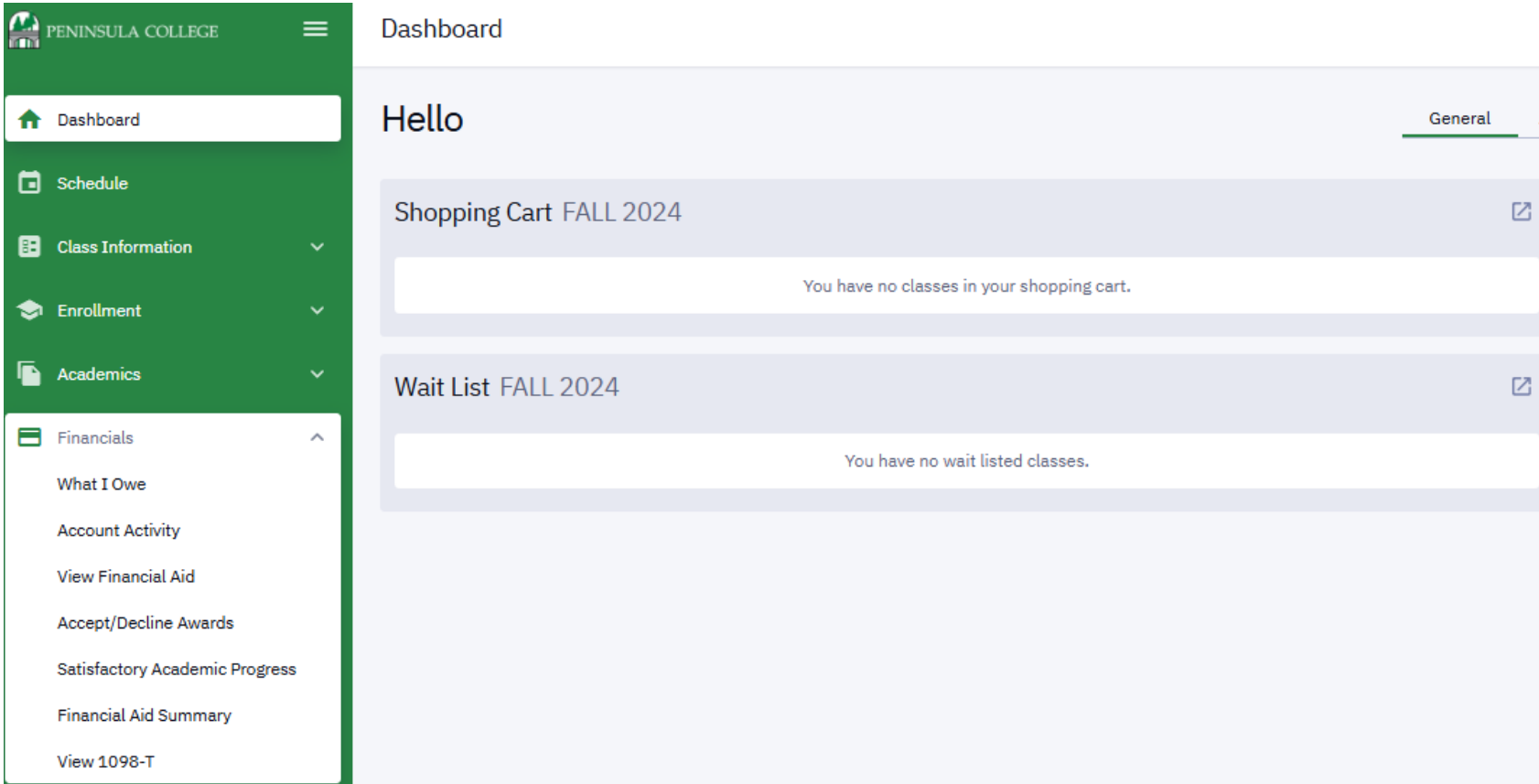
4. On the left, select **Financials** to expand the menu.



The screenshot shows the Peninsula College dashboard interface. 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'), and My Profile. A large green arrow points to the 'Financials' menu item. The main content area is titled 'Dashboard' and 'Hello'. It features two expandable sections: 'Shopping Cart FALL 2024' and 'Wait List FALL 2024'. Both sections currently display the message 'You have no classes in your shopping cart.' and 'You have no wait listed classes.' respectively. A 'General' tab is visible at the top right of the main content area.

# Select What I Owe:

5. Select **What I Owe** from list of options.



The screenshot shows the Peninsula College dashboard interface. On the left is a green navigation sidebar with the following menu items: Dashboard, Schedule, Class Information, Enrollment, Academics, and Financials. The 'Financials' menu is expanded, showing a list of options: What I Owe, Account Activity, View Financial Aid, Accept/Decline Awards, Satisfactory Academic Progress, Financial Aid Summary, and View 1098-T. A large green arrow points to the 'What I Owe' option. The main content area on the right is titled 'Dashboard' and 'Hello'. It features two sections: 'Shopping Cart FALL 2024' with a message 'You have no classes in your shopping cart.' and 'Wait List FALL 2024' with a message 'You have no wait listed classes.'.

# Review Outstanding Charges:

6. You will now see the list a summary of charges listed by term. Expand each term to view more details.

What I Owe

I Owe:

Display: Charges

Email Outstanding Charges

Make A Payment

FALL 2024

OUTSTANDING CHARGES	DUE DATE	AMOUNT
Tuition	9/26/2024	\$1012.00
Fees	9/26/2024	\$50.00

# Select Make a Payment:

## 7. Select Make a Payment.



The screenshot shows the 'What I Owe' page on the Peninsula College website. On the left is a green navigation sidebar with links for Dashboard, Schedule, Class Information, Enrollment, and Academics. The main content area is titled 'What I Owe' and includes a dropdown menu for 'I Owe:' currently set to 'FALL 2024'. Below this is a table of outstanding charges. In the top right corner, there are buttons for 'What I Owe', 'Invoices', and 'Settings', with a 'Make A Payment' button highlighted by a green box and a large green arrow pointing down to it.

OUTSTANDING CHARGES	DUE DATE	AMOUNT
Tuition	9/26/2024	\$3042.00
Fees	9/26/2024	\$50.00

Outstanding Charges:      Total Due:



# Enter Payment Amount:

8. Enter your payment amount, then select **Next**.

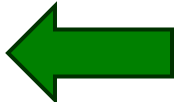
[Make a Payment](#)

### Specify Payment Amount

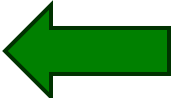
This is a list of charges that you are allowed to pay online. Your other charges can be paid through the Cashiers office or mailed in separately.

#### Peninsula College

Item Description	Due Date	Item Term	Outstanding Charges	Payment Amount
Tuition	09/26/2024	FALL 2024	3,042.00	<input type="text"/>
<b>Total</b>	<b>Due Date</b>		<b>3,042.00</b>	



Currency used is US Dollar



#### Payment Summary

Description	Outstanding Charges	Payment Amount
Peninsula College	3,042.00	0.00

Currency used is US Dollar


# Make a Payment:

9. Select **Continue to Make Payment**.

Make a Payment

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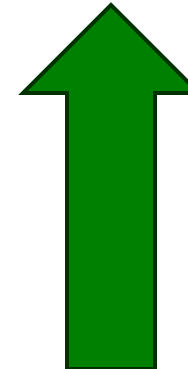
## Confirm Payment

 Your payment of  USD will be collected through our secure third party payment provider.

Cancel

Previous

Continue to Make Payment



# Enter Billing Information and Payment Details:

10. Enter the required fields, then click **Finish**.

**Billing Information**

\* Required field

First Name \*

Last Name \*

Address Line 1 \*

Address Line 2

City \*

Country/Region \*



Zip/Postal Code \*


Email \*

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**Payment Details**


Card Type \*

 Visa   Mastercard

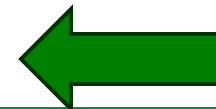
 Discover

Card Number \*

Expiration Month \*  Expiration Year \*

CVN \*  

This code is a three or four digit number printed on the back or front of credit cards.



# Confirm Payment Details:

11. If the information is correct, click **Submit**.

Make a Payment

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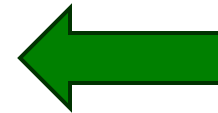
Submit Payment

If the following information is accurate, select the Submit button.

Payment Summary	
Payment Amount	<input type="text"/>
Currency used is US Dollar	
<hr/>	
Card Number	<input type="text"/>

Cancel

Submit



# Success:

12. Done! Your payment is posted.

[Make a Payment](#)

## Payment Result

 Your payment has been accepted. Save the following information for your reference.

Confirmation Details	
Reference Number	<input type="text"/>
Card Number	<input type="text"/>
Payment Amount	<input type="text"/>
Transaction Date	10/02/2024
Transaction Status	Successfully Posted
Currency used is US Dollar	

[View Confirmed Payment](#)

[Make Another Payment](#)



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)

