

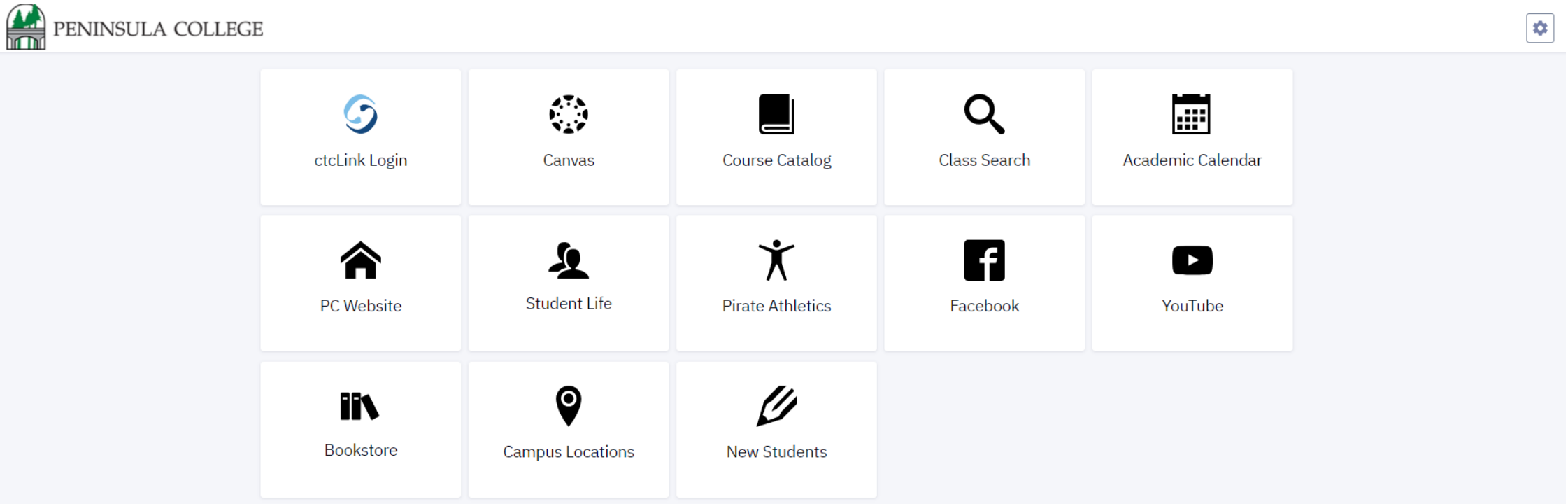
How to Enroll in a Payment Plan in ctclink

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



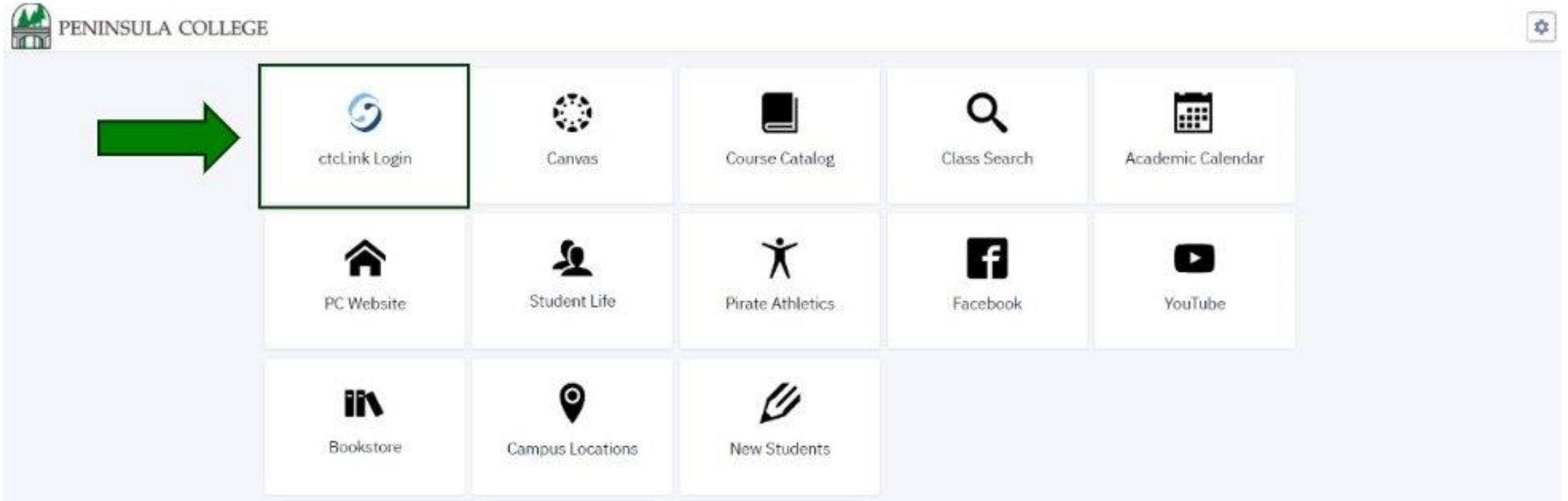
Proceed to ctcLink:

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



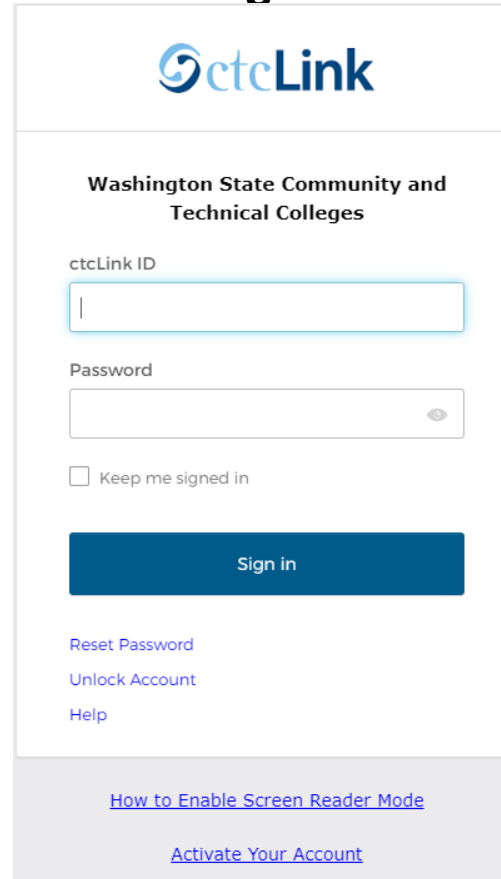
Navigate to ctcLink Login Portal:

2. Select/Tap on the ctcLink Login Tile.



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](#)

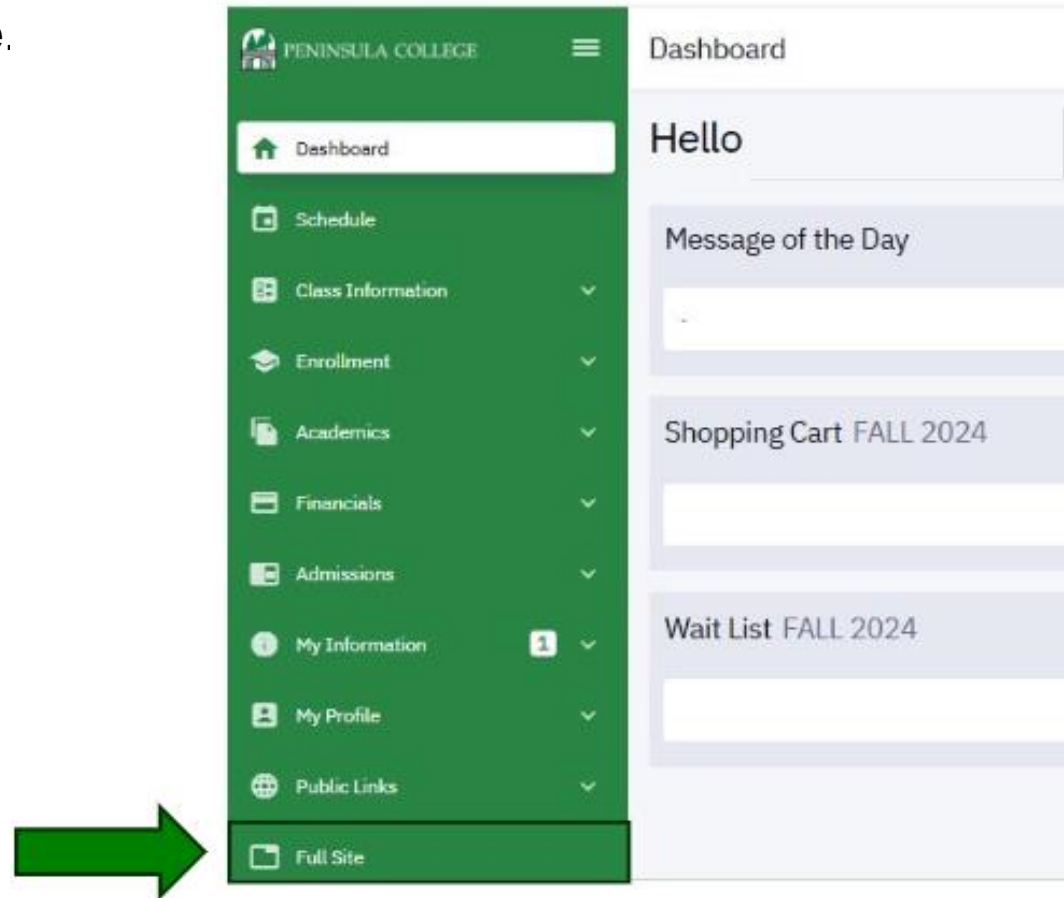
[How to Enable Screen Reader Mode](#)

[Activate Your Account](#)



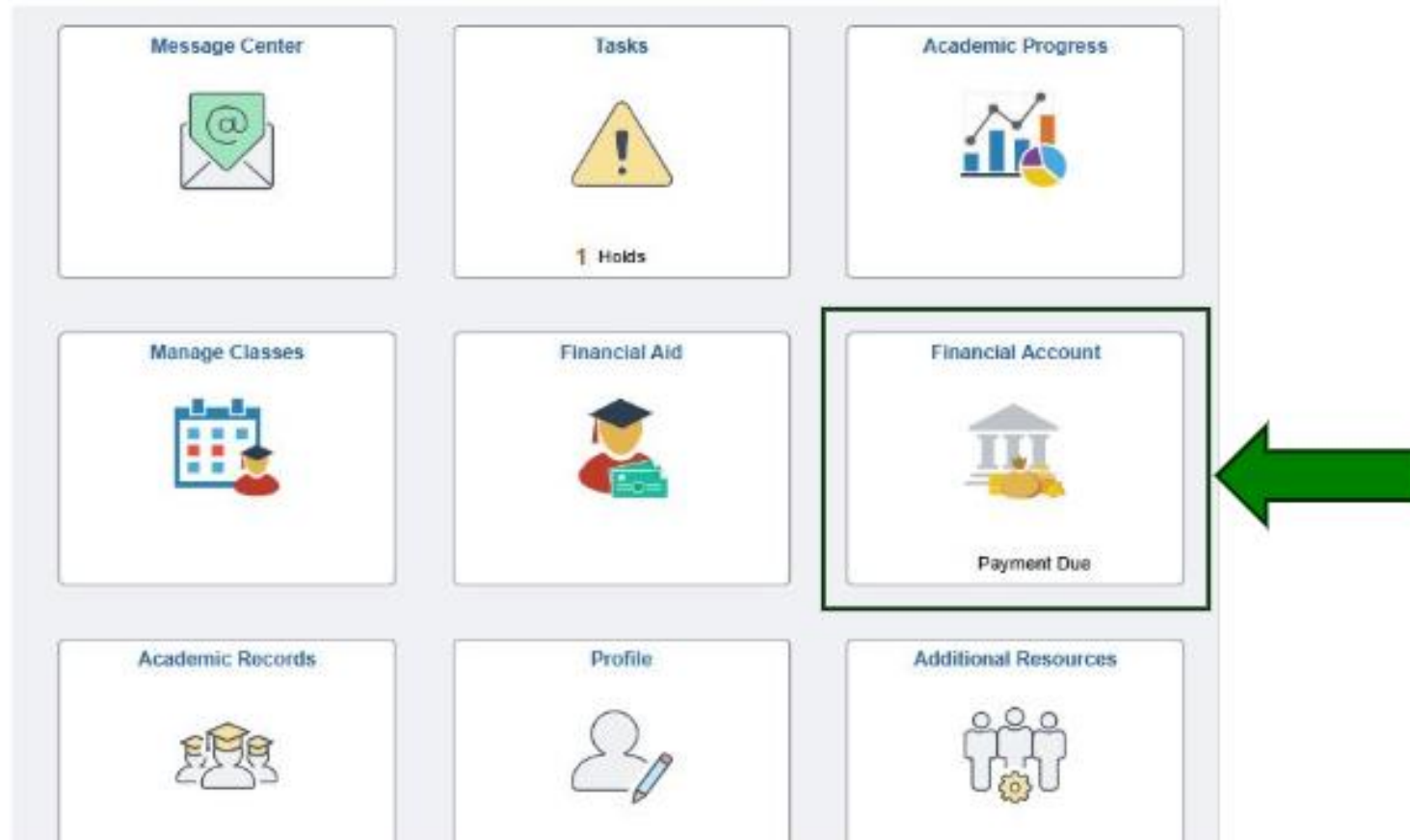
Select Full Site:

4. Click on **Full Site**.



Select Financial Account:

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



Account Balance:

6. The account balance for each term is displayed.

ctdLink Student Homepage 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

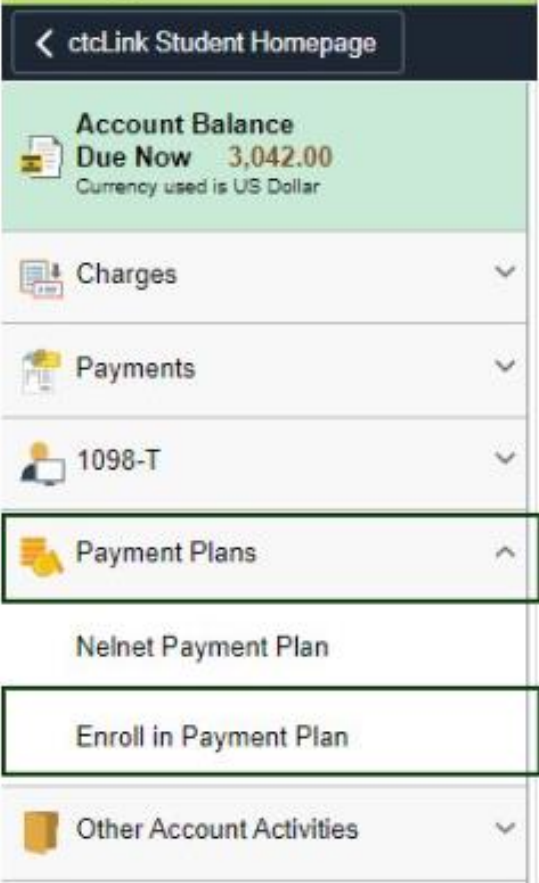
Term	Charges & Deposits	Total Due
FALL 2024	3,042.00	3,042.00
Total	3,042.00	3,042.00

Currency used is US Dollar



Select Payment Plans:

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



The screenshot displays the 'ctcLink Student Homepage' interface. At the top, a dark blue header contains a back arrow and the text 'ctcLink Student Homepage'. Below this, a light green section shows 'Account Balance Due Now 3,042.00' with a document icon and the note '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'. Each item has a small icon and a dropdown arrow. Two large green arrows point from the right towards the 'Payment Plans' and 'Enroll in Payment Plan' items, highlighting them.



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	Eligible Charges represent the balance available for the payment plan, max plan amount, and the number of installments.
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
Total	1,239.05	+ 35.00	= 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
Total	1,299.43	20.00	1,319.43

[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

