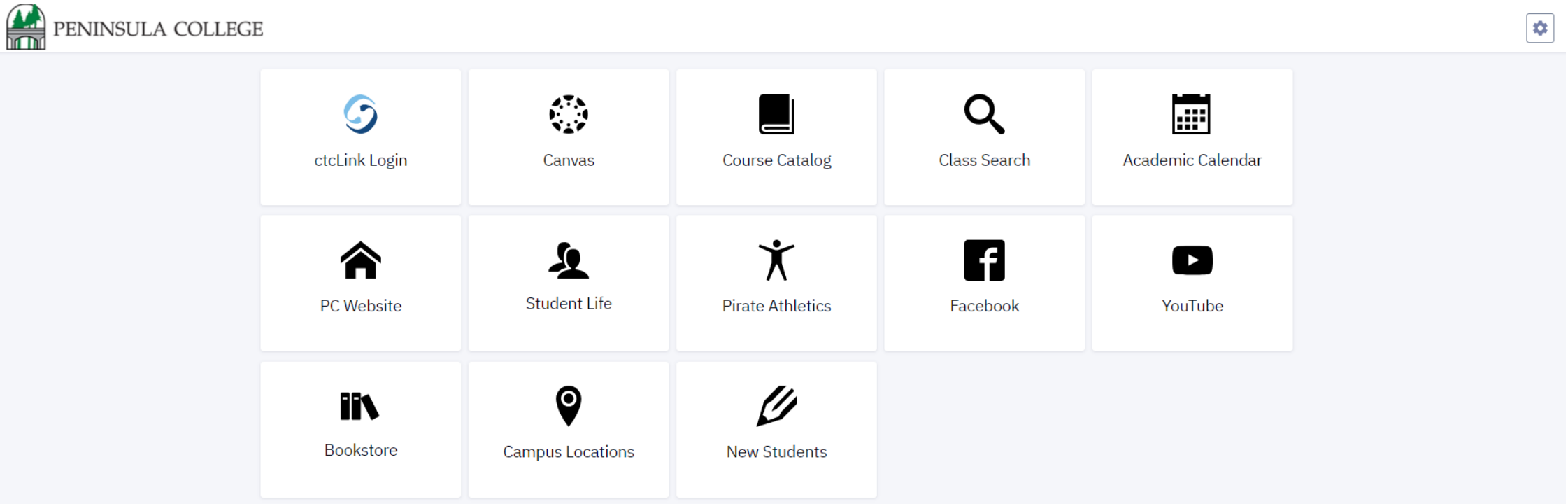# How to Enroll in a Payment Plan in ctcLink

This guide will show you how to enroll in a payment plan in your ctcLink account.
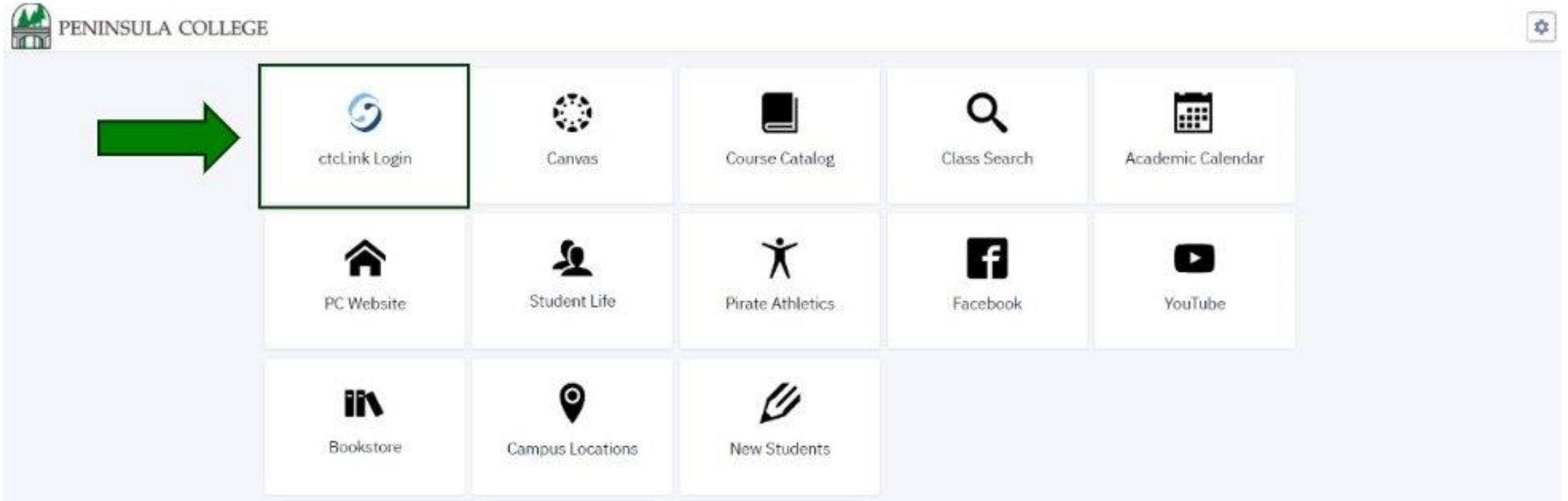
Proceed to ctcLink:

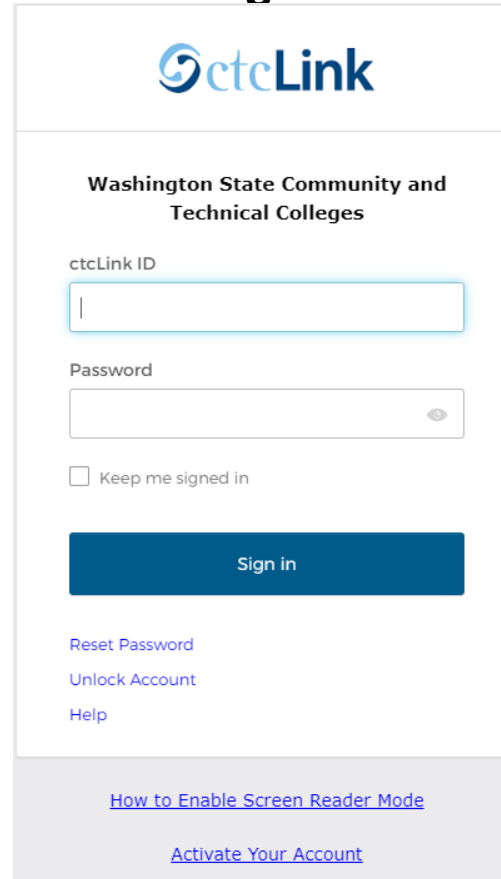1. Open web browser and go to the ctcLink Mobile Site OR open the ctcLink app on your mobile device.

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.**

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Select Full Site:

4. Click on **Full Site**.

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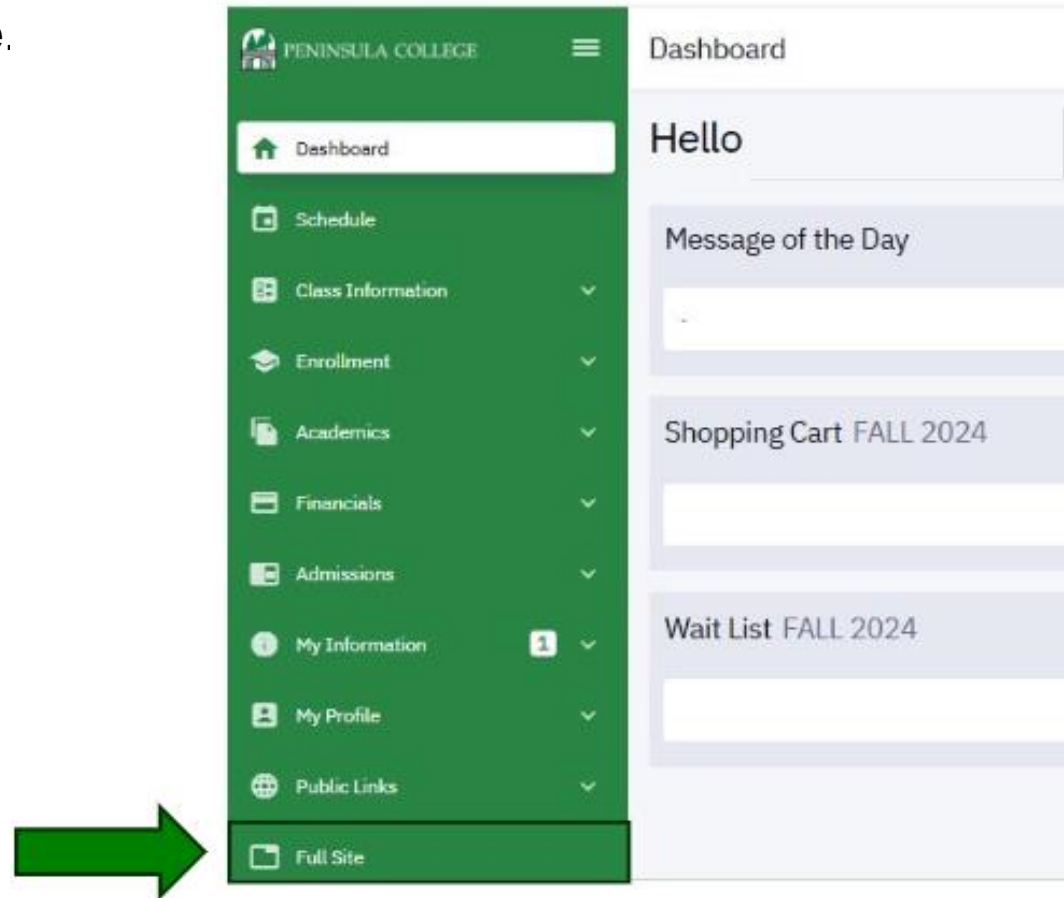
Select Financial Account:

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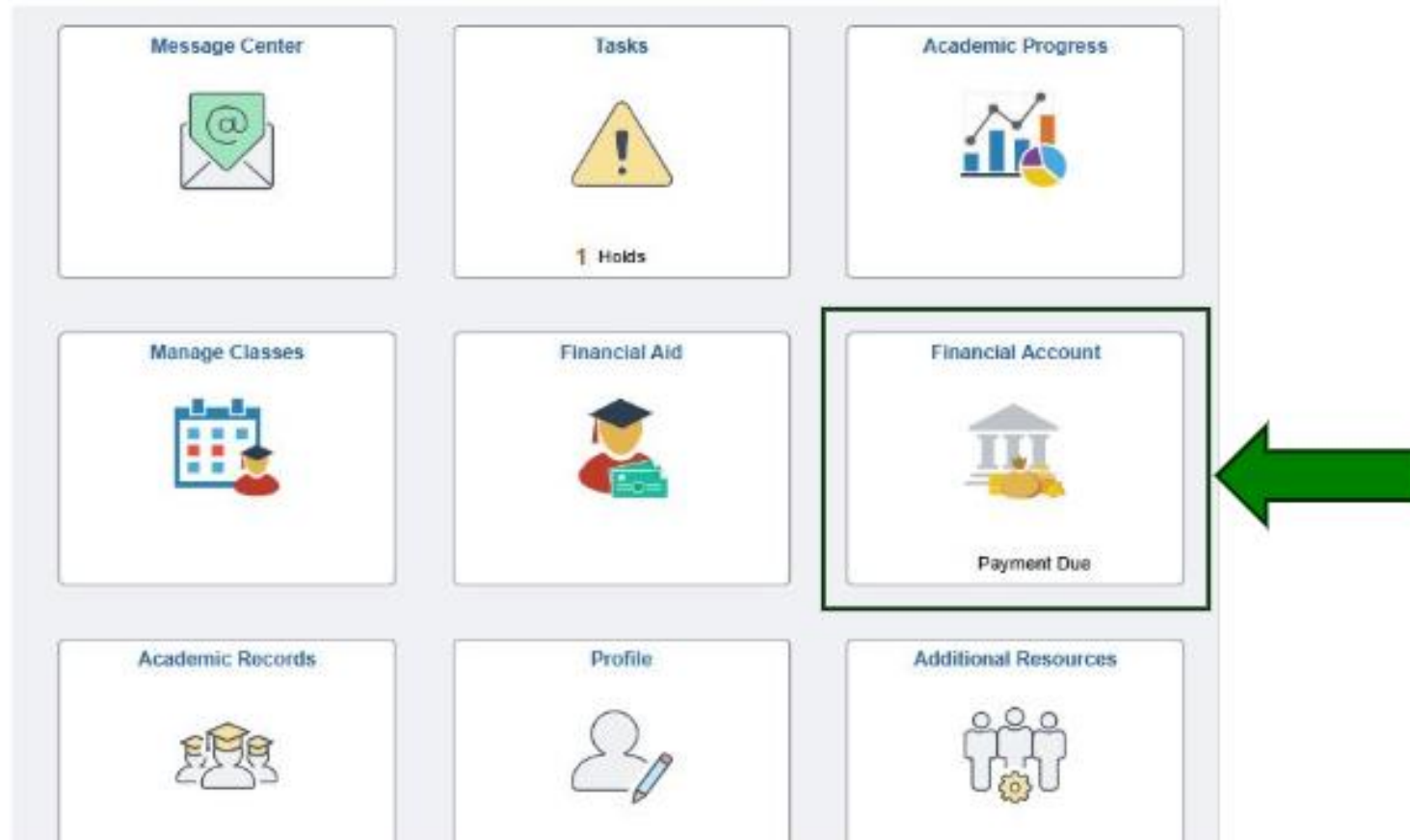
Account Balance:

6. The account balance for each term is displayed.

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

Charges ⌄

Payments ⌄

1098-T ⌄

Payment Plans ⌄

Other Account Activities ⌄

What I Owe
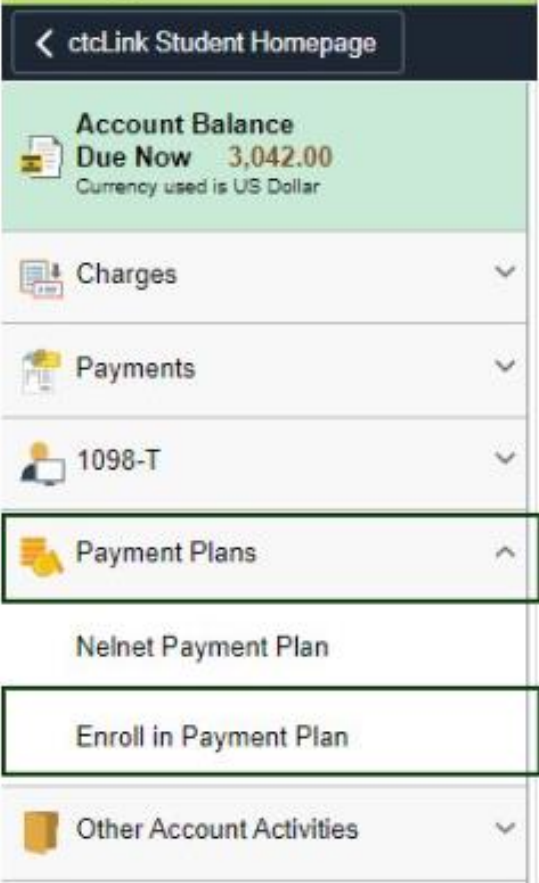
Term	Charges & Deposits	Total Due
FALL 2024	3,042.00	3,042.00
Total	**3,042.00**	**3,042.00**

Currency used is US Dollar

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Select Payment Plans:

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

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
Fall 2022 Payment Plan 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 there after. You can view the Academic Calendar for important tuition due dates.			

Review Installments:

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

		Eligible Charges	1,239.05
		Plan Amount	5,000.00
		Number of Installments	3

Eligigle Charges represent the balance avaialable for the payment plan, max plan amount, and the number of installments.

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.

Cancel   Previous   **Next**

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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

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