

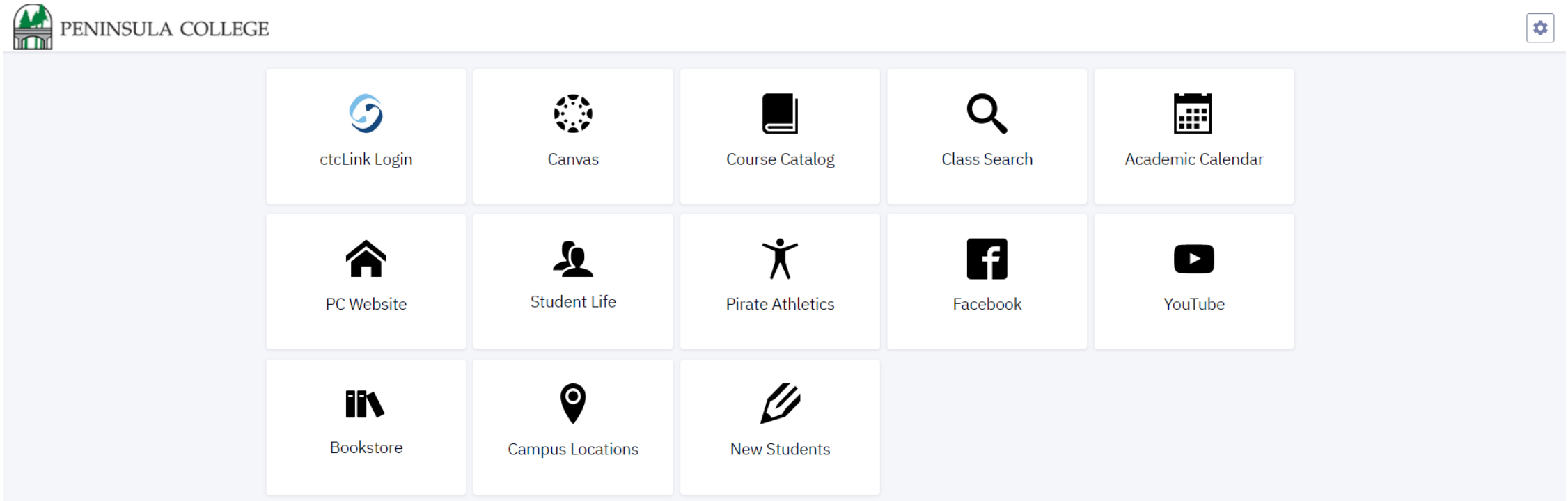
# How to Make a Payment in ctcLink

This guide will show you how to make a payment in your ctcLink account.



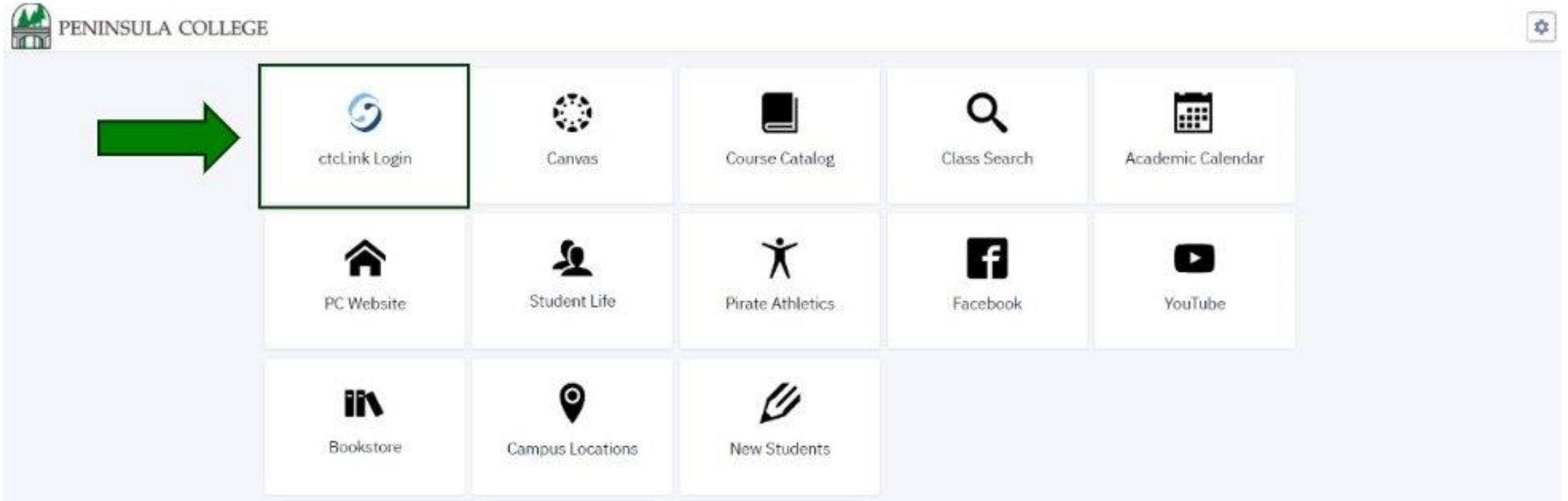
# Proceed to ctcLink:

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



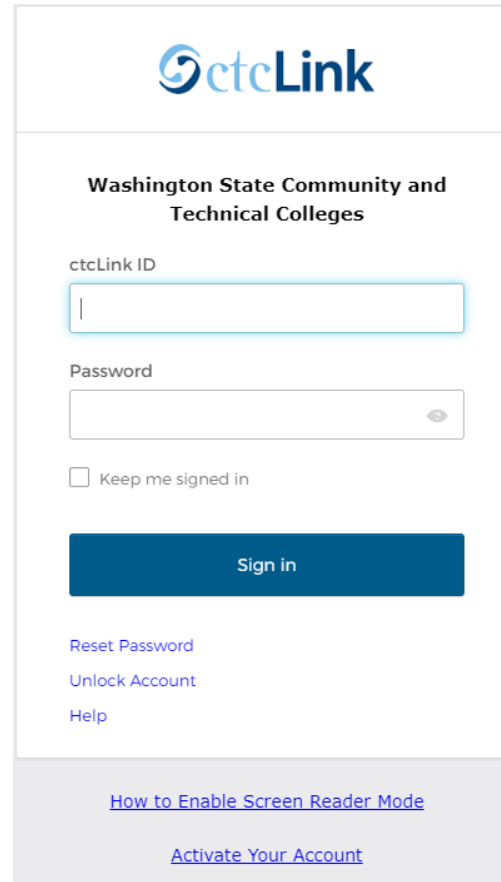
# Navigate to ctLink Login Portal:

2. Select/Tap on the ctLink Login Tile.



# 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" input field, a "Password" input field with a toggle icon, 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](#)

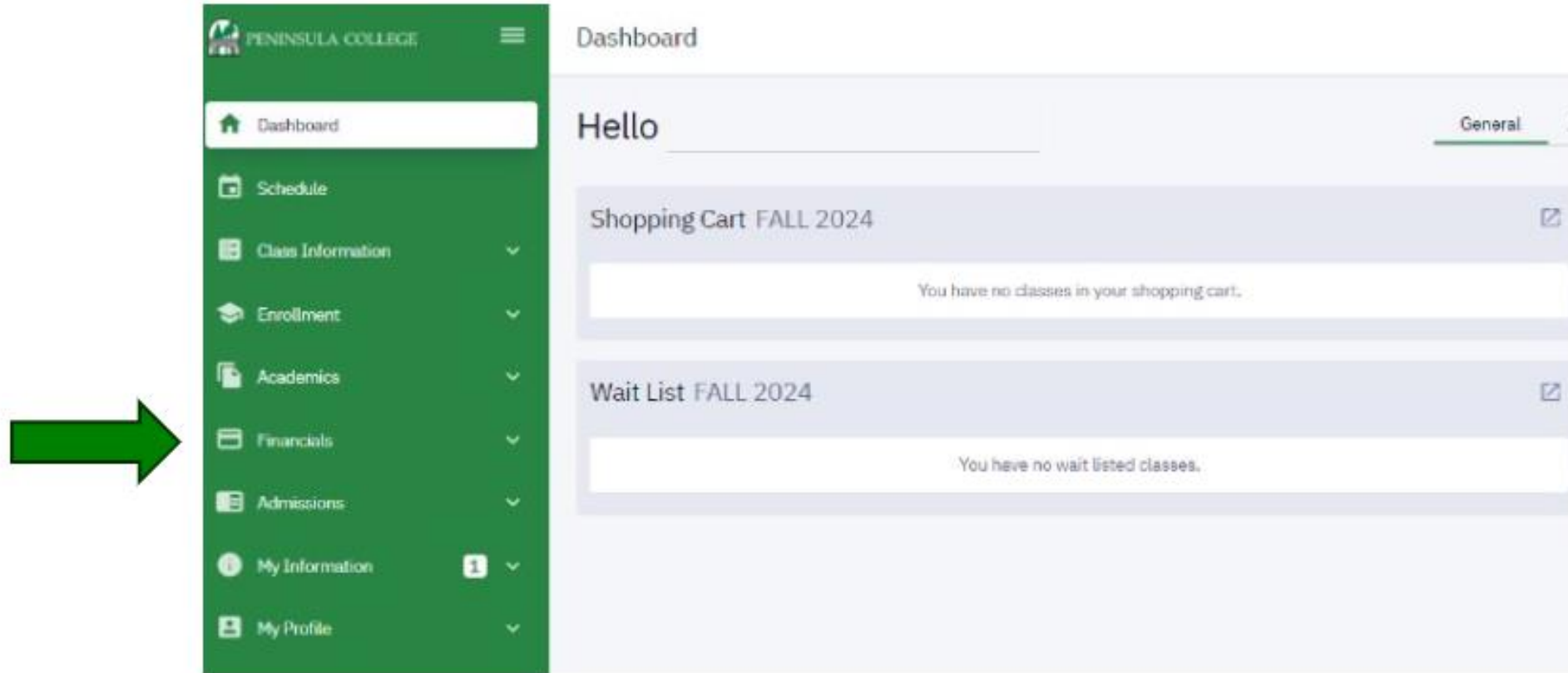
[How to Enable Screen Reader Mode](#)

[Activate Your Account](#)



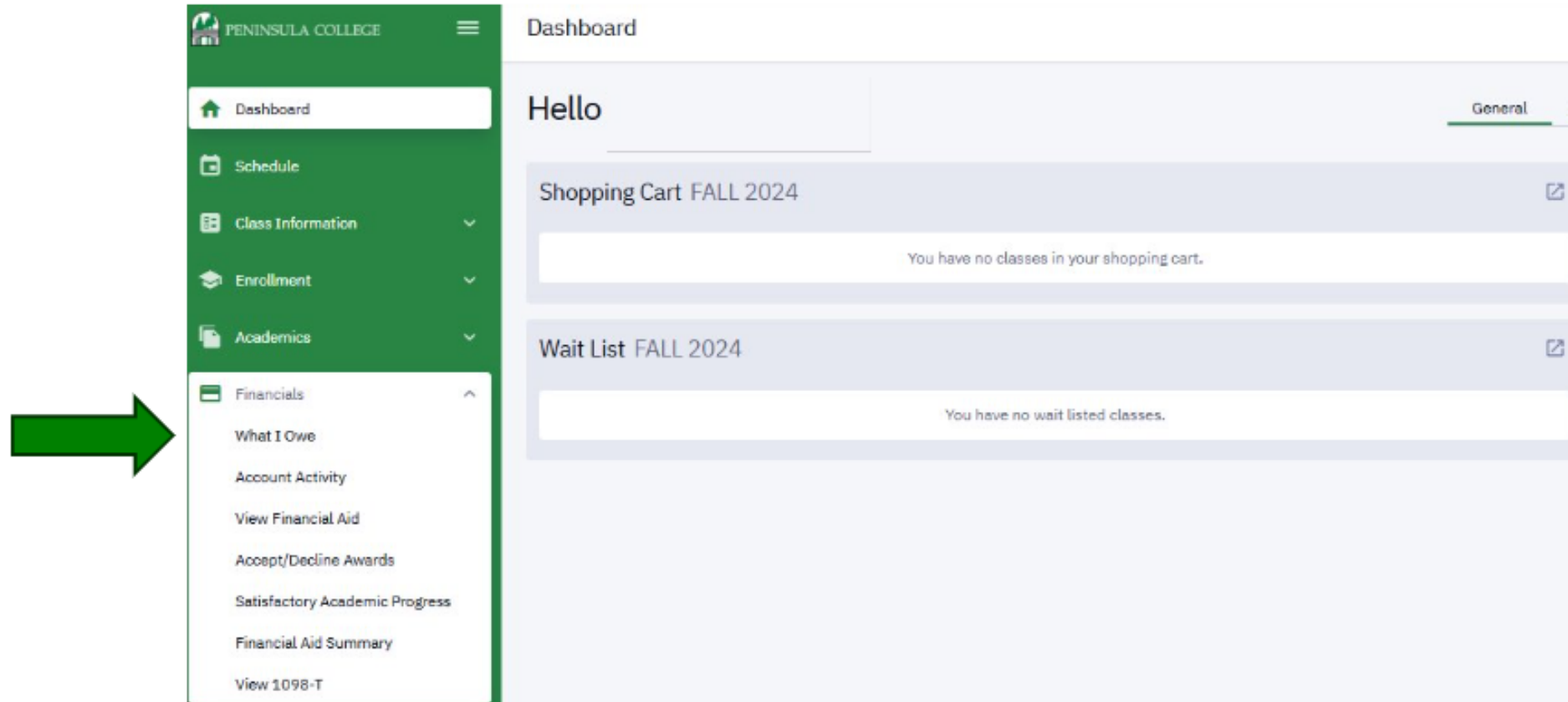
# Expand Financials:

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



# 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 sub-items: 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 dashboard area is titled 'Dashboard' and 'Hello'. It contains two sections: 'Shopping Cart FALL 2024' with the message 'You have no classes in your shopping cart.' and 'Wait List FALL 2024' with the 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: Total Due:

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 the semester (currently 'FALL 2024'). Below this is a table of outstanding charges. In the top right corner, there are buttons for 'What I Owe', 'Email', and 'Make A Payment'. A large green arrow points to the 'Make A Payment' button.

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



# 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>	

Pay Charges    Zero out all amounts    Calculate Grand Total

Currency used is US Dollar



Cancel    **Next**

**Payment Summary**

Description	Outstanding Charges	Payment Amount
Peninsula College	3,042.00	0.00

Currency used is US Dollar

Cancel    Next




# 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.



# 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 \*

**Payment Details**

Card Type \*

VISA Visa  Mastercard

DISCOVER 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.

**Finish**



# 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"/>




# Success:

12. Done! Your payment is posted.

**Make a Payment**

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**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)

