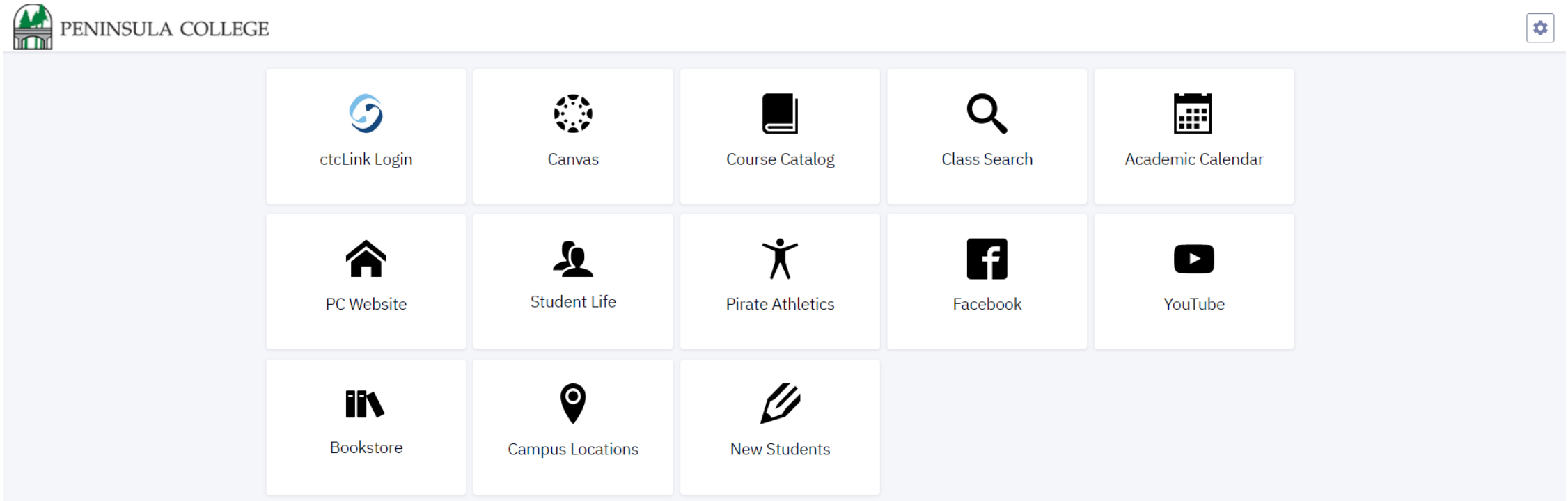# How to Make a Payment in ctcLink

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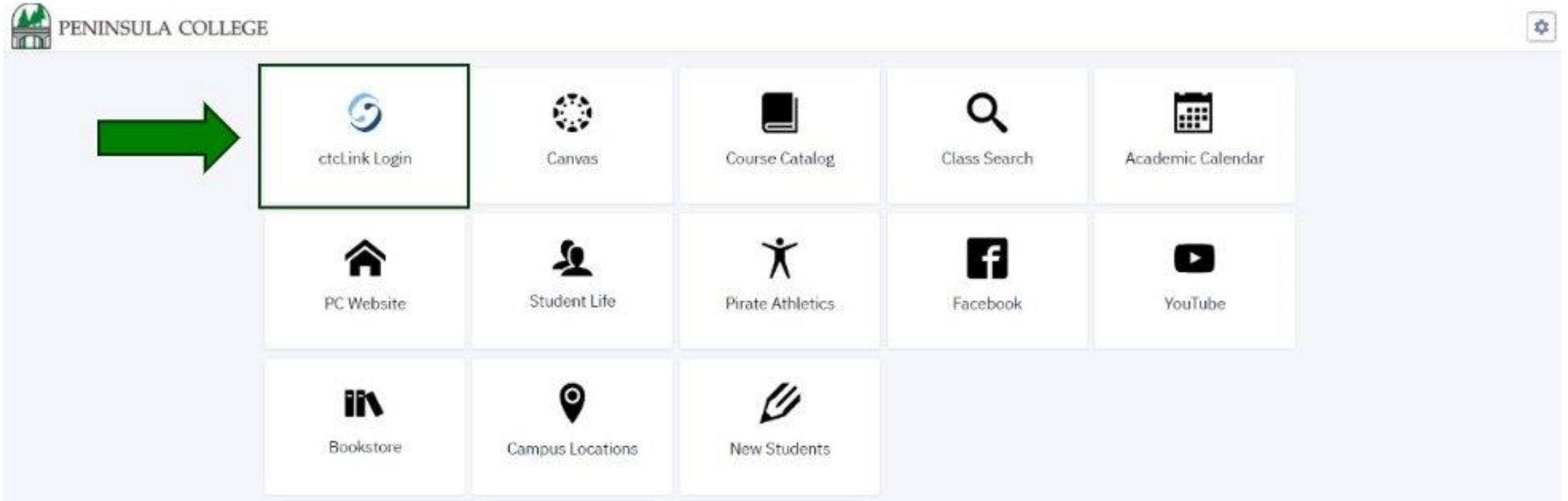
# Proceed to ctcLink:

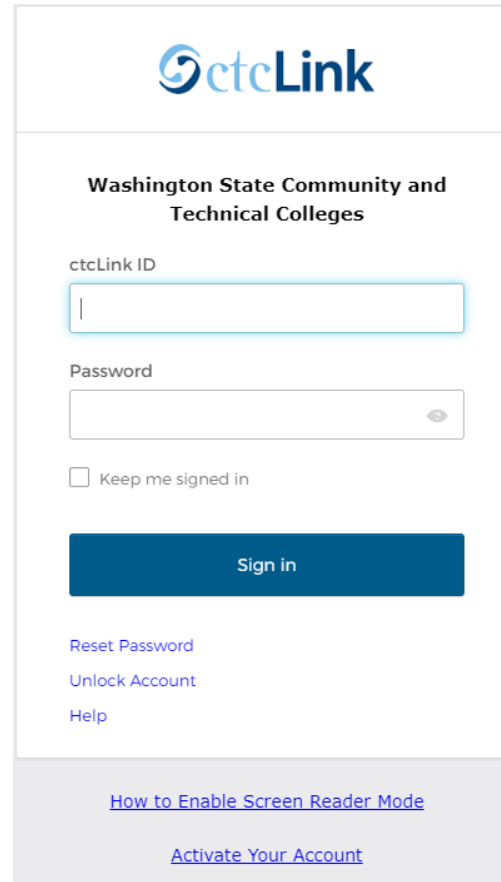1. Open web browser and go to the <u>ctcLink Mobile Site</u> OR open the ctcLink app on your mobile device.

# Navigate to ctcLink Login Portal:

2. Select/Tap on the **ctcLink Login Tile.**

# Log in to ctcLink:
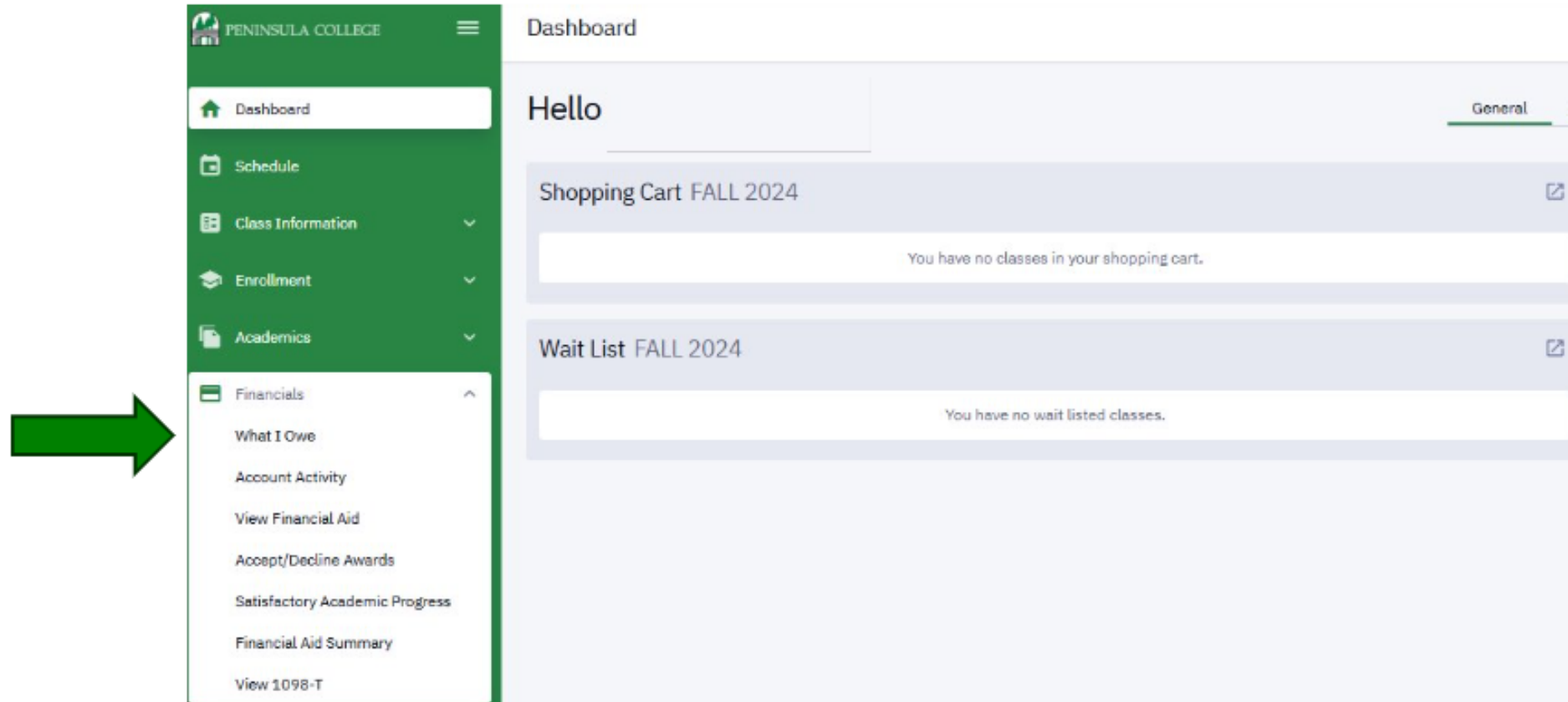
3. Log in to ctcLink.

# Expand Financials:

4. On the left, select **Financials** to expand the menu.
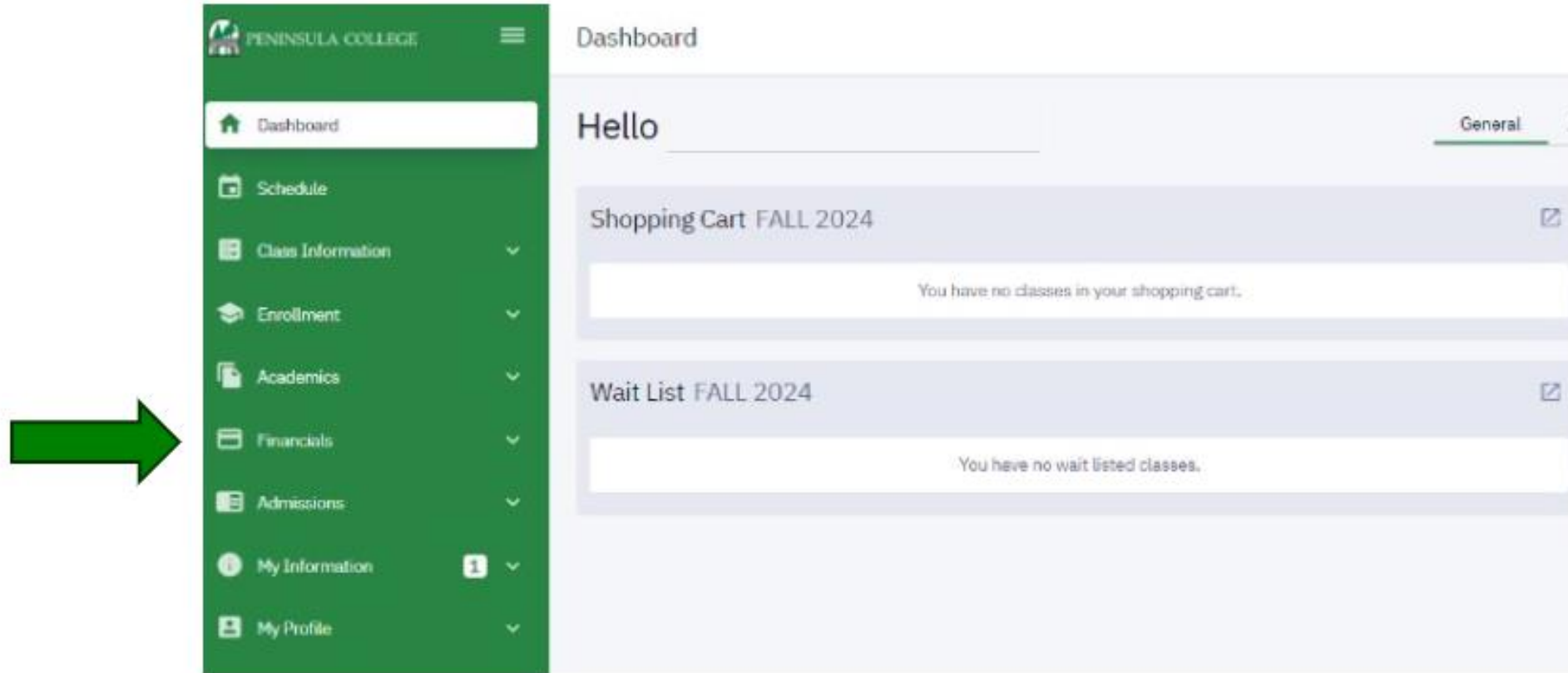
# Select What I Owe:

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

# Review Outstanding Charges:

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

# Select Make a Payment:

7. Select **Make a Payment**.

# Enter Payment Amount:

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

# Make a Payment:

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

Make a Payment

## 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**.



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# Confirm Payment Details:

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

Make a Payment

## Submit Payment

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

| Payment Summary | |
| --- | --- |
| Payment Amount | |
| Currency used is US Dollar | |
| | |
| Card Number | |

Cancel    Submit

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# Success:

12. Done! Your payment is posted.

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