How to Pay Online or Enroll in a Payment Plan

Purpose:
These instructions provide a quick guide for students to enroll in the online payment plan and make payments online.

Audience:
Students

Navigation: ctcLink Gateway > Student Homepage (Homepage) > Financial Account

1. First, sign in to ctcLink with your ctcLink ID and Password. Enter your ctcLink ID and select Next. Then enter your Password and select Verify

Note:
If this is your first time signing in, click Activate your Account and follow the steps to activate your account.
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2. From there, go to the Student Homepage tile.

3. Select the Financial Account Tile from your Student Home page.
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4. The Account Balance page will display. You have the option to enroll in a Payment Plan. If you do not want to enroll in a Payment Plan, skip to step 5.

   a. To enroll in a payment plan, select the Payment Plans link. A dropdown menu appears. Click Enroll in Payment Plan to set up your payment plan for the term.

   Note: Opening the Financial Account page will automatically display the Account Balance. Your current account balance will be displayed in the green box in the upper left hand corner as you navigate the options on the Account Balance Page.
b. Select a Payment Plan from the available options and then click Next.
c. Review the Installment schedule. Click Next.

Note:
If you change your mind about a payment plan, select Cancel. The Previous button will return you to the prior screen.
d. Review the Agreement. Check the box before **Yes, I have read the agreement.** Click **Enroll.**

### 3. Agreement

Please examine the terms of the payment plan carefully before enrolling in the plan.

**steppwinter**

You are about to enroll in steppwinter.

<table>
<thead>
<tr>
<th>Plan Amount</th>
<th>0.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Fee</td>
<td>25.00</td>
</tr>
<tr>
<td>Total Plan Amount</td>
<td>25.00</td>
</tr>
<tr>
<td>Number of Installments</td>
<td>3</td>
</tr>
</tbody>
</table>

**Installment Schedule**

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Installment</th>
<th>Administrative Fee</th>
<th>Total Installment</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/11/2021</td>
<td>0.00</td>
<td>25.00</td>
<td>25.00</td>
</tr>
<tr>
<td>12/11/2021</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>01/11/2022</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Total</td>
<td>0.00</td>
<td>25.00</td>
<td>25.00</td>
</tr>
</tbody>
</table>

Currency used is US Dollar

**Important:** You have no charges that are currently eligible for this payment plan. However, if you sign up for this plan, it will pay off your future eligible charges as you incur them.

I agree to the installment schedule listed above. If I default on any installments, I understand the full amount may be due immediately and a hold will be placed on my account.

The agreement is dated 09/29/2021. I have read the agreement.

**Note:**

If you change your mind about a payment plan, select **Cancel.** The **Previous** button will return you to the prior screen.
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e. Review the success message. You are now enrolled in a payment plan. Use View my Account button to see your account.

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</tr>
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5. To make a payment, select Payments tile. The amount currently owed will display.

6. Then select Make a Payment. The amount that you are currently allowed to pay online will be displayed. Your other charges can be paid through the Cashiers office or mailed in separately.
7. Enter **Payment Amount** then click **Next**.
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8. Confirm Payment Amount. Select **Continue to Make Payment**. Payment will be confirmed through a 3rd party payment provider.
9. Enter Billing Information and Payment Details. Click Finish to finalize payment.
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10. Payment is now complete and is shown in Payment History.

If you have questions or edit suggestions to this document, please contact Steve Downing.