

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:

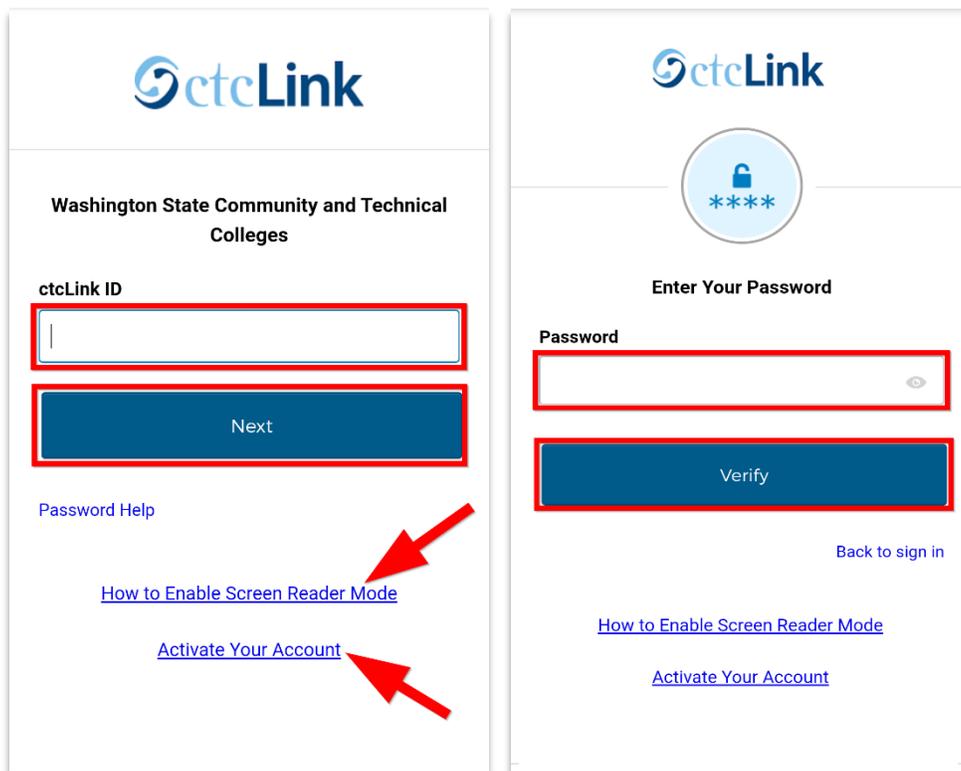
Students

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:

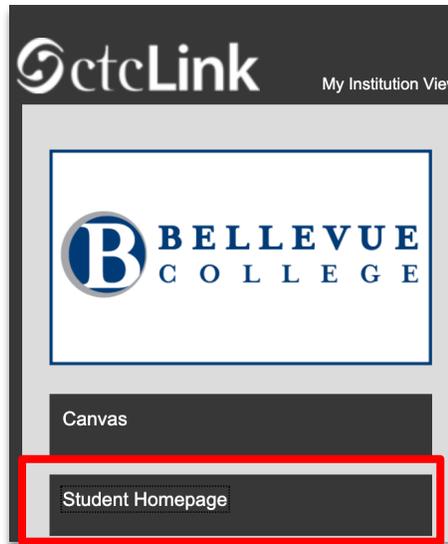
If this is your first time signing in, click **Activate your Account** and follow the steps to activate your account.



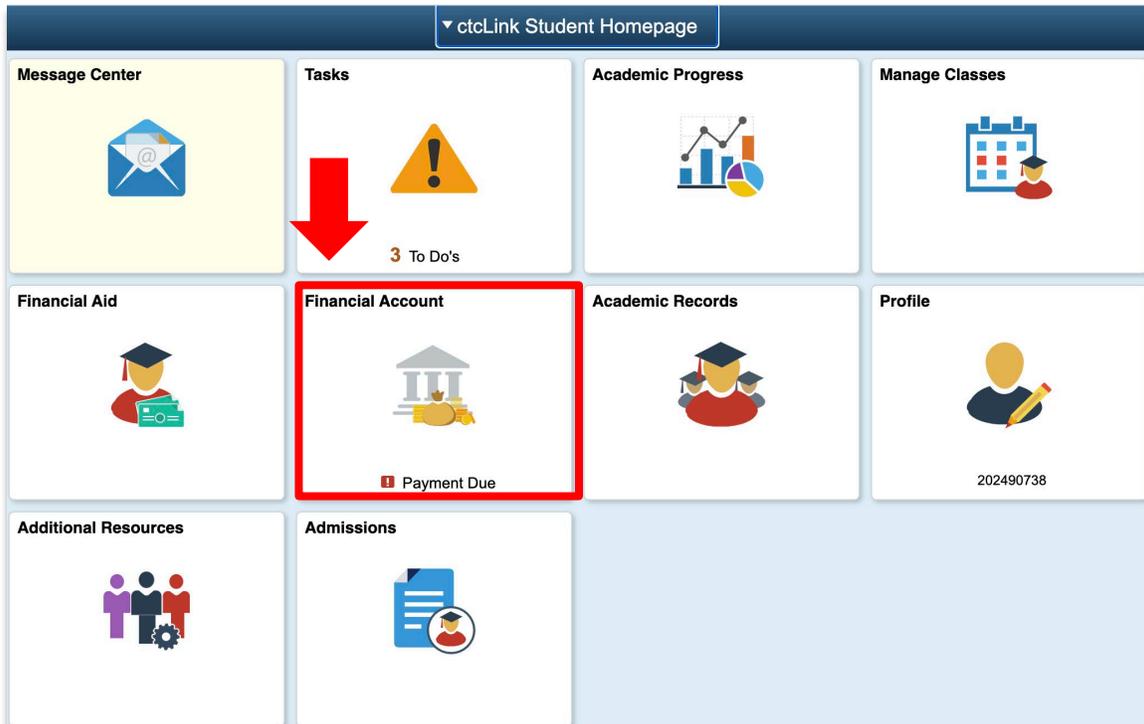
The image displays two screenshots of the ctcLink login interface. The first screenshot shows the 'ctcLink ID' input field and the 'Next' button, both highlighted with red boxes. Below the input field is a 'Password Help' link. At the bottom, there are two links: 'How to Enable Screen Reader Mode' and 'Activate Your Account', with red arrows pointing to them. The second screenshot shows the 'Enter Your Password' input field and the 'Verify' button, both highlighted with red boxes. Below the input field is a 'Back to sign in' link. At the bottom, there are two links: 'How to Enable Screen Reader Mode' and 'Activate Your Account'.

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2. From there, go to the **Student Homepage** tile.

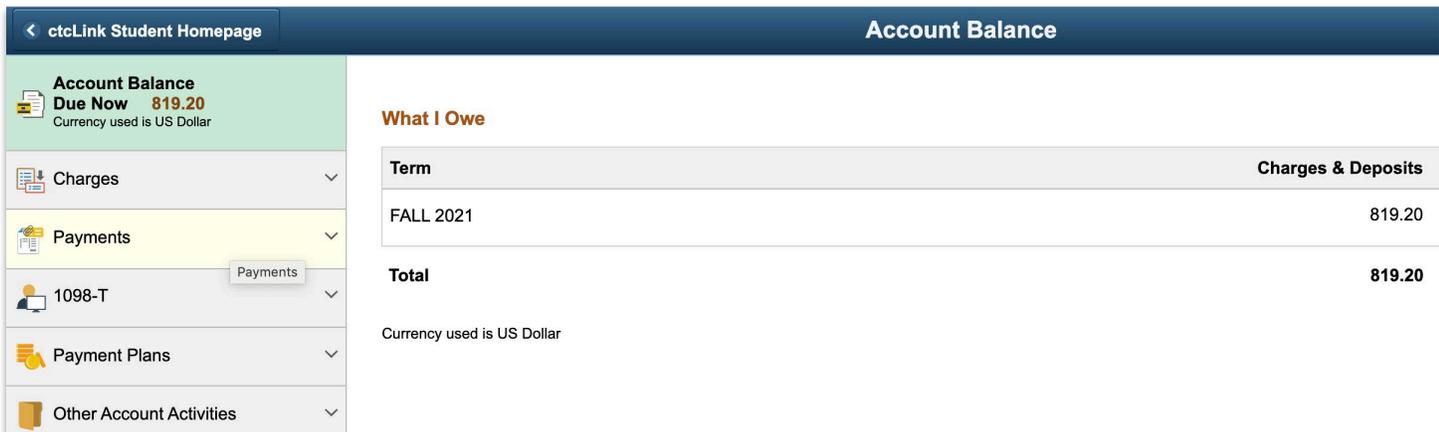


3. Select the **Financial Account** Tile from your Student Home page.



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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.



ctcLink Student Homepage **Account Balance**

Account Balance
Due Now **819.20**
Currency used is US Dollar

- Charges
- Payments
- 1098-T
- Payment Plans
- Other Account Activities

What I Owe

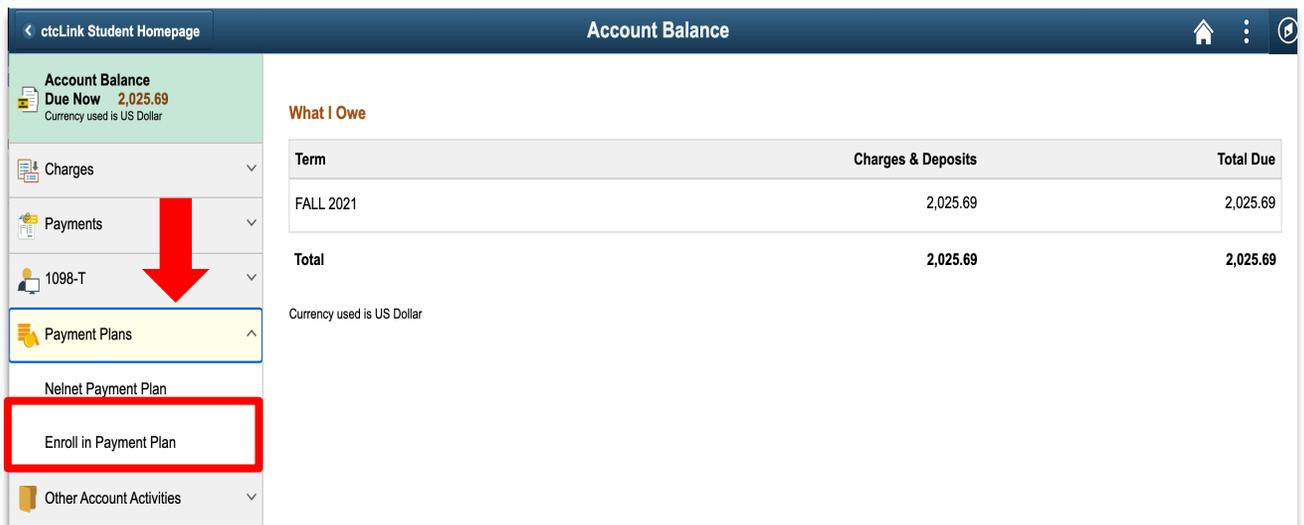
Term	Charges & Deposits
FALL 2021	819.20
Total	819.20

Currency used is US Dollar

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.

- 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.



ctcLink Student Homepage **Account Balance**

Account Balance
Due Now **2,025.69**
Currency used is US Dollar

- Charges
- Payments
- 1098-T
- Payment Plans
- Other Account Activities

What I Owe

Term	Charges & Deposits	Total Due
FALL 2021	2,025.69	2,025.69
Total	2,025.69	2,025.69

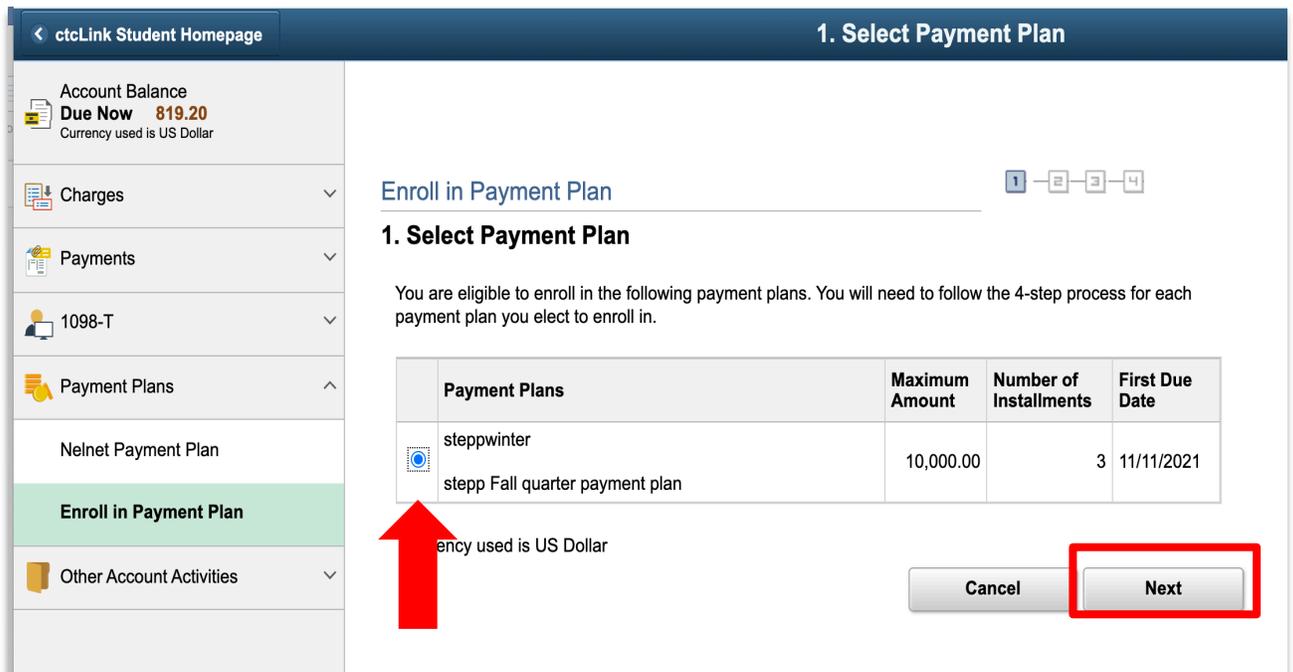
Currency used is US Dollar

Payment Plans dropdown menu:

- Nelnet Payment Plan
- Enroll in Payment Plan**

How to Pay Online or Enroll in a Payment Plan

- b. **Select a Payment Plan from the available options** and then click **Next**.



ctcLink Student Homepage 1. Select Payment Plan

Account Balance
Due Now 819.20
Currency used is US Dollar

Charges

Payments

1098-T

Payment Plans

Nelnet Payment Plan

Enroll in Payment Plan

Other Account Activities

Enroll in Payment Plan 1 - 2 - 3 - 4

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
steppwinter			
 stepp Fall quarter payment plan	10,000.00	3	11/11/2021

currency used is US Dollar

Cancel **Next**

How to Pay Online or Enroll in a Payment Plan

- c. Review the Installment schedule. Click **Next**.

2. Review Installments

[Enroll in Payment Plan](#)

 1 - 2 - 3 - 4

2. Review Installments

You have selected steppwinter.
stepp Fall quarter payment plan

Eligible Charges	0.00
Plan Amount	10,000.00
Number of Installments	3

Installment Schedule

Due Date	Installment	Administrative Fee	Total Installment
11/11/2021	0.00	25.00	25.00
12/11/2021	0.00		0.00
01/11/2022	0.00		0.00
Total	0.00	25.00	25.00

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.

Cancel
Previous
Next

Note:

If you change your mind about a payment plan, select **Cancel**. The **Previous** button will return you to the prior screen.

How to Pay Online or Enroll in a Payment Plan

- 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.
stepp Fall quarter payment plan

Plan Amount	0.00
Administrative Fee	25.00
Total Plan Amount	25.00
Number of Installments	3

Installment Schedule

Due Date	Installment	Administrative Fee	Total Installment
11/11/2021	0.00	25.00	25.00
12/11/2021	0.00		0.00
01/11/2022	0.00		0.00
Total	0.00	25.00	25.00

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 that full amount may be due immediately and a hold will be placed on my account.

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

Cancel Previous Enroll

Note:

If you change your mind about a payment plan, select **Cancel**. The **Previous** button will return you to the prior screen.

How to Pay Online or Enroll in a Payment Plan

- e. Review the success message. You are now enrolled in a payment plan. Use **View my Account** button to see your account.

4. Result

[Enroll in Payment Plan](#) 1 - 2 - 3 - 4

4. Result

Congratulations!

You have successfully enrolled in stepwinter. Please keep the installment schedule for your reference.

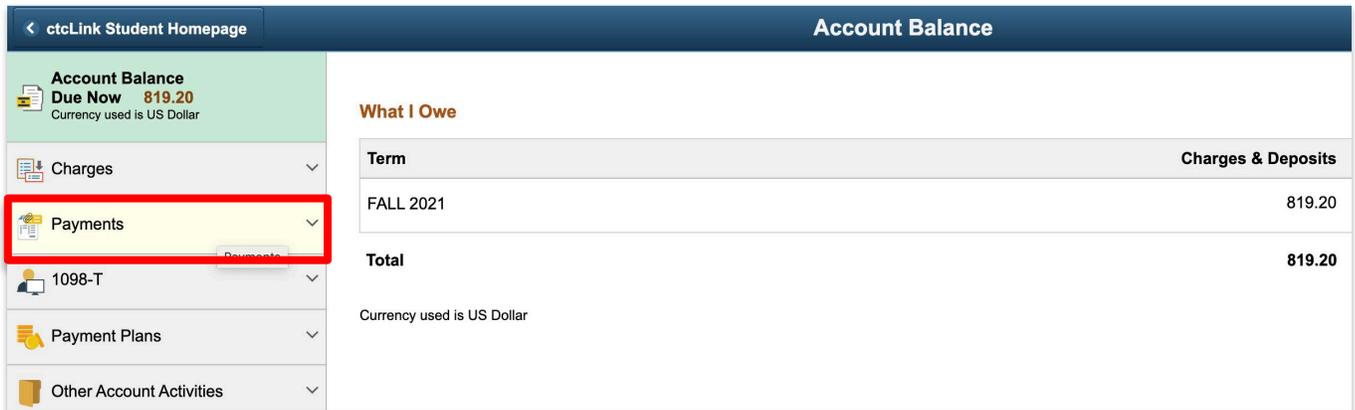
Installment Schedule

Due Date	Installment	Administrative Fee	Total Installment
11/11/2021	0.00	25.00	25.00
12/11/2021	0.00		0.00
01/11/2022	0.00		0.00
Total	0.00	25.00	25.00



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5. To make a payment, select **Payments** tile. The amount currently owed will display.



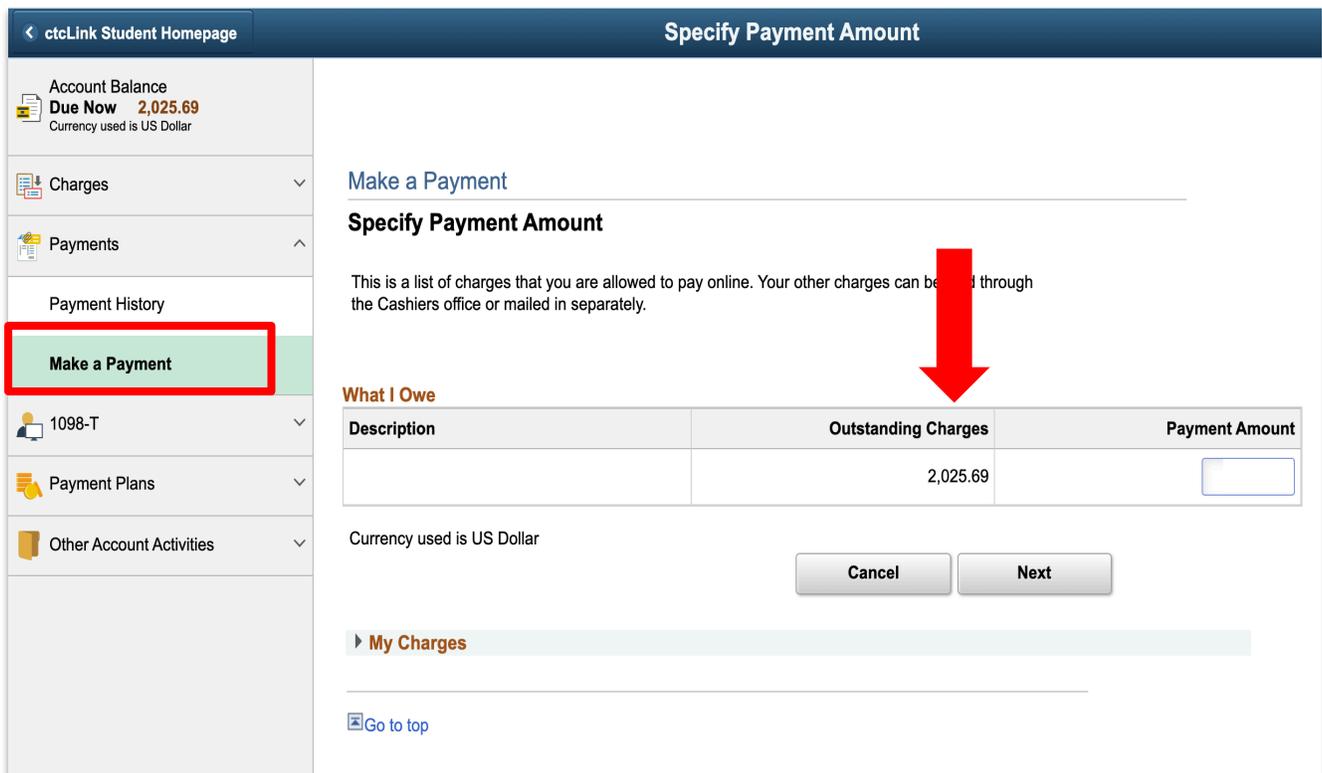
Account Balance
Due Now **819.20**
Currency used is US Dollar

What I Owe

Term	Charges & Deposits
FALL 2021	819.20
Total	819.20

Currency used is US Dollar

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.



Specify Payment Amount

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.

What I Owe

Description	Outstanding Charges	Payment Amount
	2,025.69	<input type="text"/>

Currency used is US Dollar

My Charges

[Go to top](#)

How to Pay Online or Enroll in a Payment Plan

7. Enter **Payment Amount** then click **Next**.

< ctcLink Student Homepage
Specify Payment Amount

Account Balance
Due Now 2,025.69
Currency used is US Dollar

Charges

Payments

Payment History

Make a Payment

1098-T

Payment Plans

Other Account Activities

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.

What I Owe

Description	Outstanding Charges	Payment Amount
	2,025.69	500.00

Currency used is US Dollar

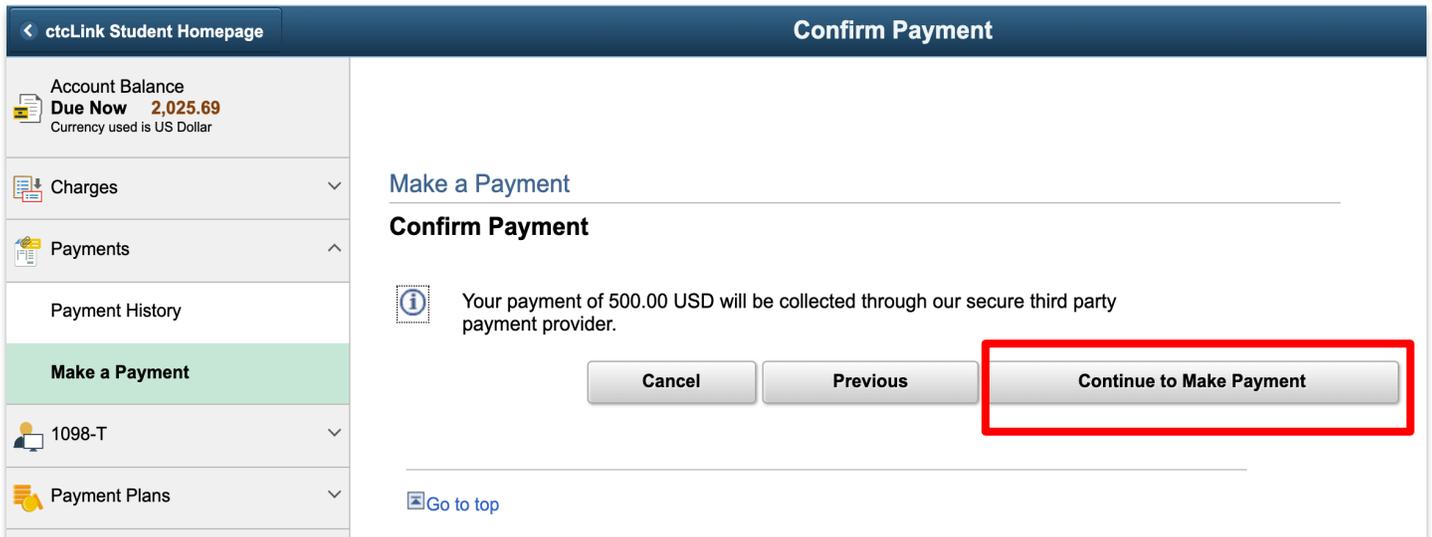
Cancel
Next

▶ My Charges

[Go to top](#)

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8. Confirm Payment Amount. Select **Continue to Make Payment**. Payment will be confirmed through a 3rd party payment provider.



ctcLink Student Homepage Confirm Payment

Account Balance
Due Now 2,025.69
Currency used is US Dollar

Charges

Payments

Payment History

Make a Payment

1098-T

Payment Plans

Make a Payment

Confirm Payment

 Your payment of 500.00 USD will be collected through our secure third party payment provider.

[Go to top](#)

How to Pay Online or Enroll in a Payment Plan

9. Enter **Billing Information** and **Payment Details**. Click **Finish** to finalize payment.

Confirm Payment

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  Mastercard

Card Number *

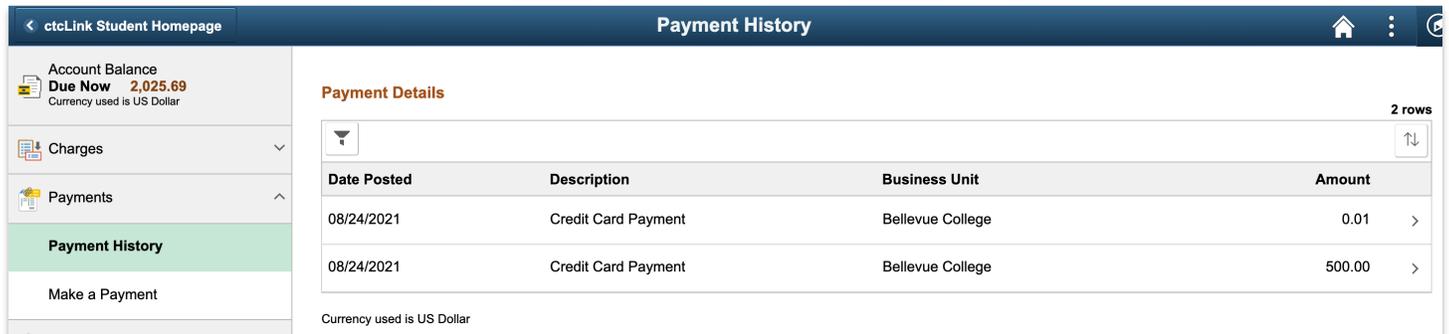
Expiration Month * Expiration Year *

CVN * 

This code is a three or four digit number printed on the back or front of credit cards.

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10. Payment is now complete and is shown in **Payment History**.



ctcLink Student Homepage		Payment History													
Account Balance Due Now 2,025.69 <small>Currency used is US Dollar</small>	Payment Details 2 rows														
Charges															
Payments															
Payment History															
Make a Payment															
	<table border="1"> <thead> <tr> <th>Date Posted</th> <th>Description</th> <th>Business Unit</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>08/24/2021</td> <td>Credit Card Payment</td> <td>Bellevue College</td> <td>0.01</td> </tr> <tr> <td>08/24/2021</td> <td>Credit Card Payment</td> <td>Bellevue College</td> <td>500.00</td> </tr> </tbody> </table>	Date Posted	Description	Business Unit	Amount	08/24/2021	Credit Card Payment	Bellevue College	0.01	08/24/2021	Credit Card Payment	Bellevue College	500.00	<small>Currency used is US Dollar</small>	
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If you have questions or edit suggestions to this document, please contact [Steve Downing](#).