9.2 Student Self-Service: Make a Payment

**Purpose:** Use this document as a reference for making payments to student accounts in ctcLink.

**Audience:** Students.

**Make a Payment**

**Navigation:** Student Homepage

1. From the Student Homepage, select the **Financial Account** tile.

2. The **Account Balance** page displays.

3. Select the **Payments** dropdown.
4. Select **Make a Payment**.

5. The **Specify Payment Amount** page displays.
6. Enter your **Payment Amount**, then select **Next**.
7. The **Confirm Payment** page displays.
8. Select **Continue to Make Payment**.

9. The **Billing Information** page displays.
10. Enter required fields:
    a. First Name
    b. Last Name
    c. Address
    d. City
11. Select **Next**.

12. The **Payment Details** page displays.
13. Select **Card Type**.
14. Enter **Card Number**.
15. Enter **Expiration Date**.
16. Enter **CVN**.
17. Select **Next**.
18. The **Review Your Order** page displays.
19. Select **Finish**.

20. The **Payment Result** page confirms your successful payment or notifies you of an error.