

# 9.2 Student Self-Service: Make a Payment

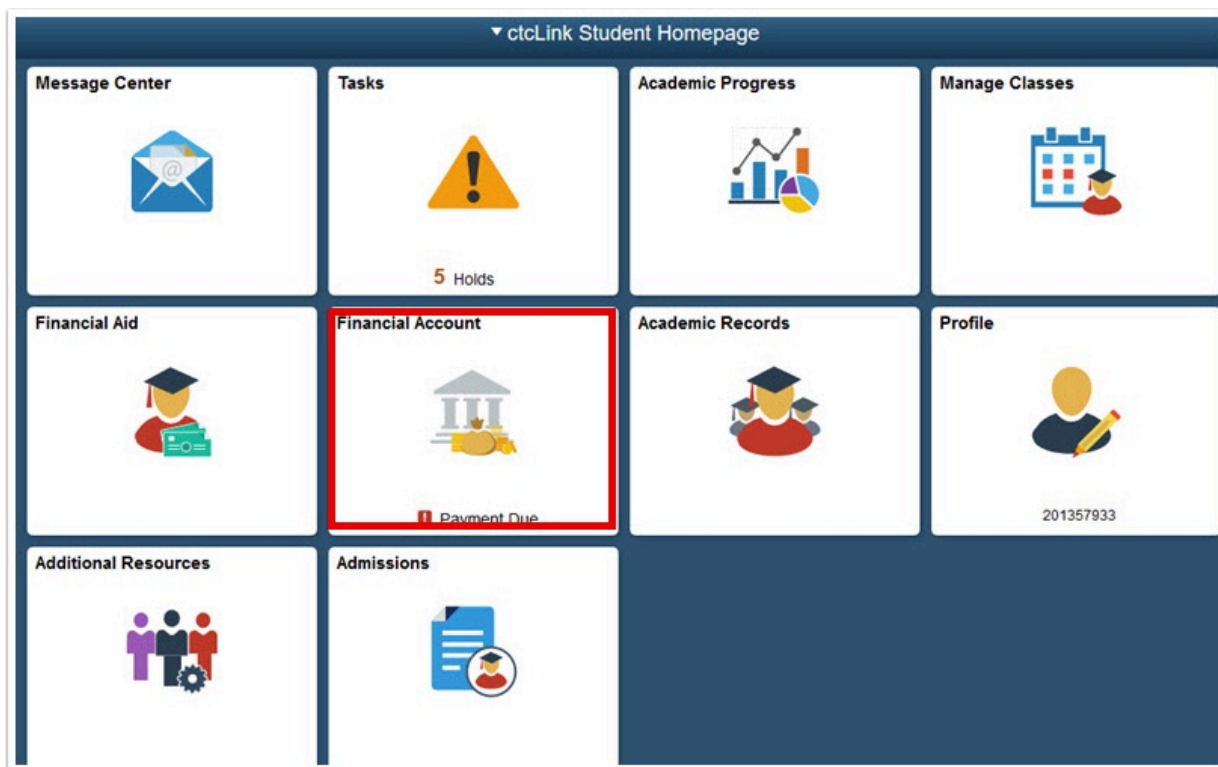
**Purpose:** Use this document as a reference for making payments to student accounts in ctLink.

**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.

ctcLink Student Homepage Account Balance

**Account Balance**  
**Due Now 379.39**  
Currency used is US Dollar

Charges ▾

Payments ▾

1098-T ▾

Payment Plans ▾

Other Account Activities ▾

**What I Owe**

| Term         | Charges & Deposits |
|--------------|--------------------|
| FALL 2019    | 379.39             |
| <b>Total</b> | <b>379.39</b>      |

Currency used is US Dollar

4. Select **Make a Payment**.

ctcLink Student Homepage Account Balance

**Account Balance**  
**Due Now 379.39**  
Currency used is US Dollar

Charges ▾

Payments ▾

Payment History

Make a Payment

1098-T ▾

Payment Plans ▾

Other Account Activities ▾

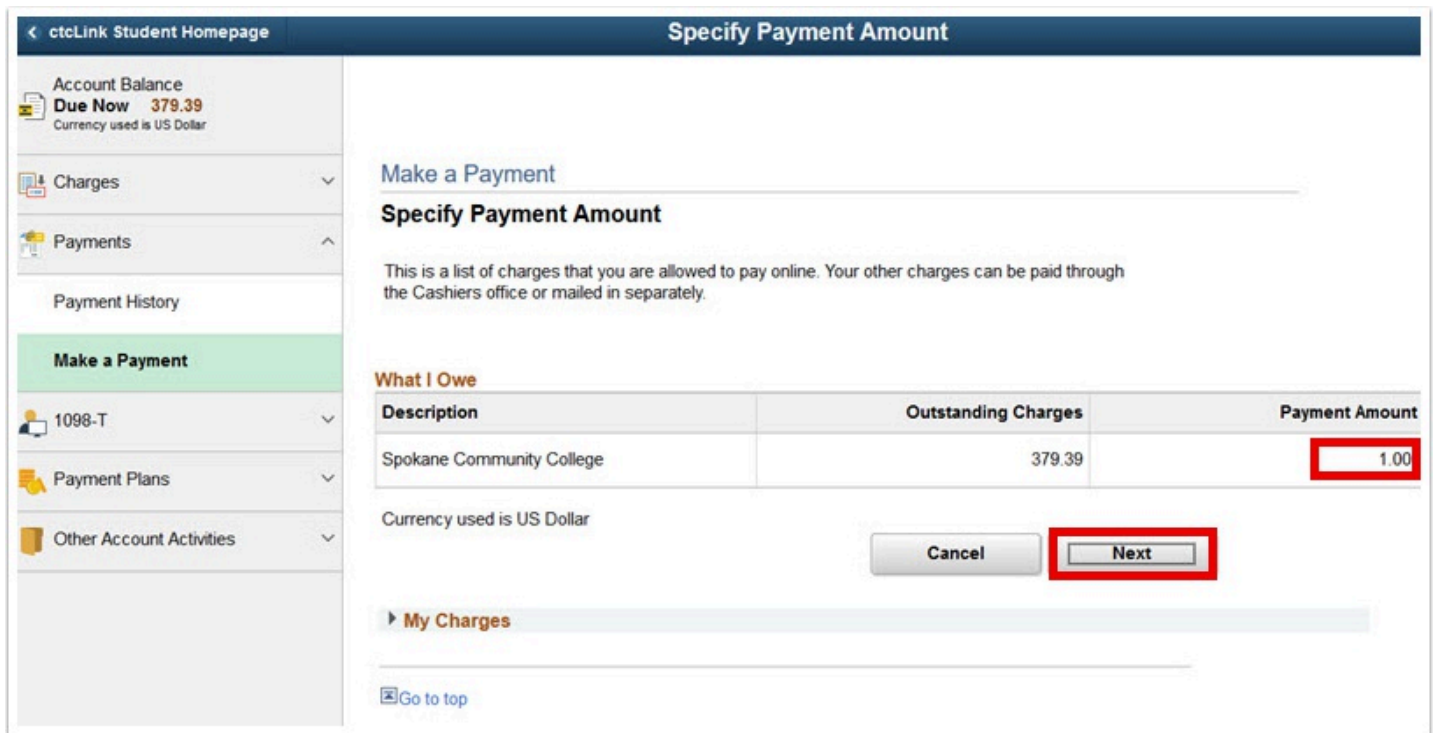
**What I Owe**

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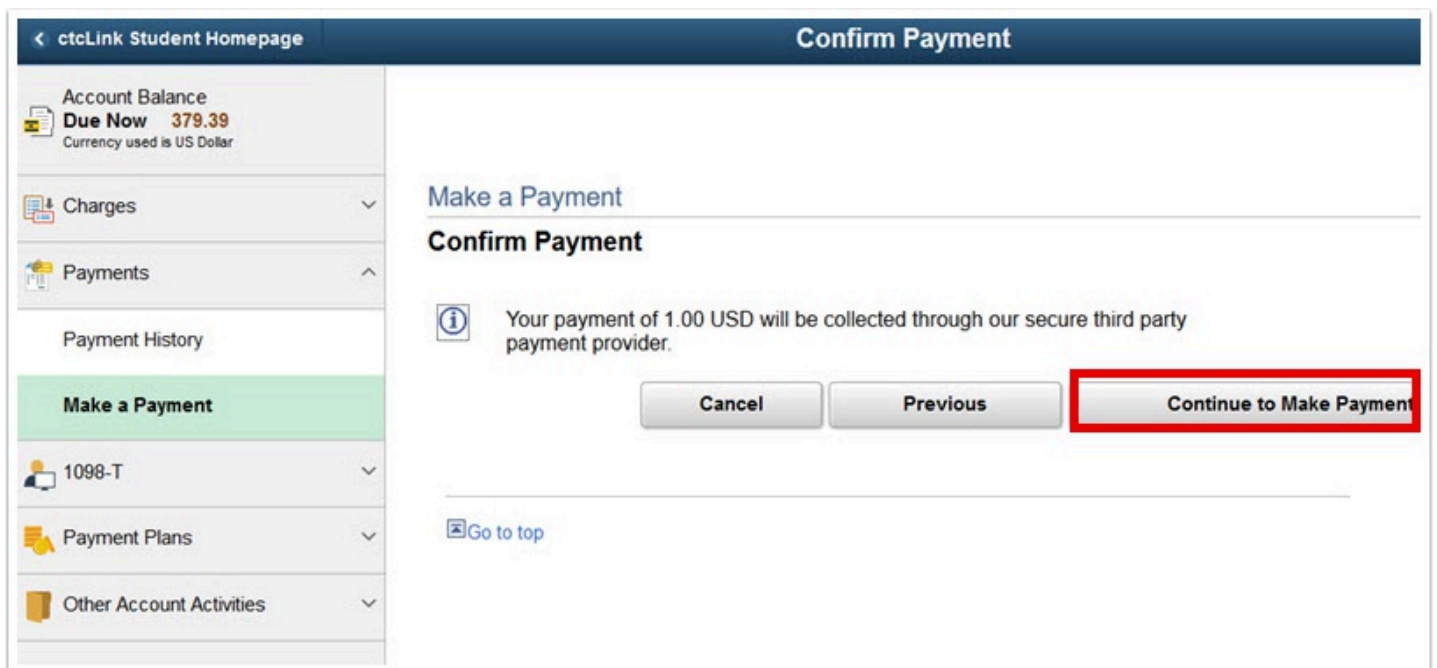
Currency used is US Dollar

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

- e. Zip/Postal Code
- f. Email

11. Select **Next**.

The screenshot shows a web form titled "Make a Payment" with a progress bar at the top containing "Billing", "Payment", "Review", and "Finish". The "Billing" step is highlighted in green. Below the progress bar is the "Billing Information" section, which includes several required fields marked with an asterisk (\*). The fields are: "First Name \*" with the value "Athena", "Last Name \*" with the value "Tritogeneia", "Address \*" with the value "999 Summit", "City \*" with the value "Olympia", "Country/Region" (a dropdown menu), "Zip/Postal Code \*" with the value "98004", and "Email \*" with the value "GrayEyes@MTOlympus.com". A "Next" button is located at the bottom right of the form. A red box highlights the "Next" button.

- 12. The **Payment Details** page displays.
- 13. Select **Card Type**.
- 14. Enter **Card Number**.
- 15. Enter **Expiration Date**.
- 16. Enter **CVN**.
- 17. Select **Next**.

**Make a Payment**

Billing Payment Review Finish

**Payment Details** 🔒

\* Required field

Card Type \*  
 Visa  Mastercard

Card Number \*  
 44001

Expiration Date \*  
 09 / 20

CVN \*  
 This code is a three or four digit number printed on the back or front of credit cards.  
 3

Back Next

18. The **Review Your Order** page displays.
19. Select **Finish**.

**Make a Payment**

Billing Payment Review Finish

**Review your Order**

**Billing Address** Edit Address

Athena Tritogeneia  
 999 Summit  
 Olympia  
 98004

**Payment Details** Edit Details

Card Type Visa

Card Number XXXXXXXXXXXX

Expiration Date 02-??

Back Finish

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

## Make a Payment

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### Payment Result



Your payment has been accepted. Save the information below for your reference.

#### Confirmation Details

|                         |              |                           |                     |
|-------------------------|--------------|---------------------------|---------------------|
| <b>Reference Number</b> | 000000000078 | <b>Payment Amount</b>     | 10.00               |
| <b>Card Number</b>      | 1111         | <b>Transaction Date</b>   | 05/29/2014          |
|                         |              | <b>Transaction Status</b> | Successfully Posted |

Currency used is US Dollar.

[VIEW CONFIRMED PAYMENT](#)

[MAKE ANOTHER PAYMENT](#)

21. Process complete.