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.

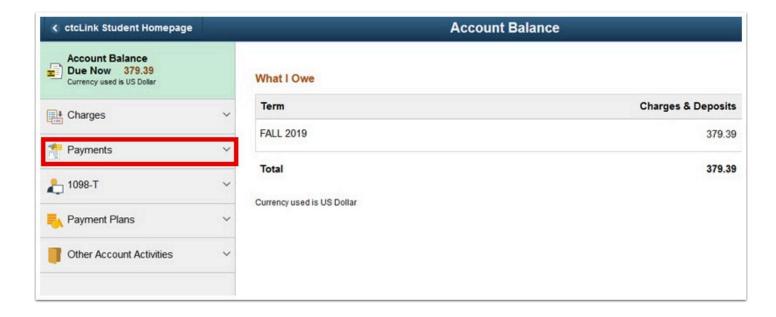
Make a Payment

Navigation: Student Homepage

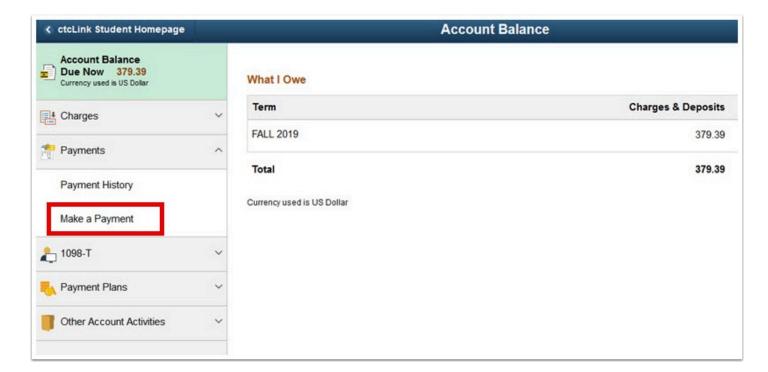
1. From the Student Homepage, select the **Financial Account** tile.



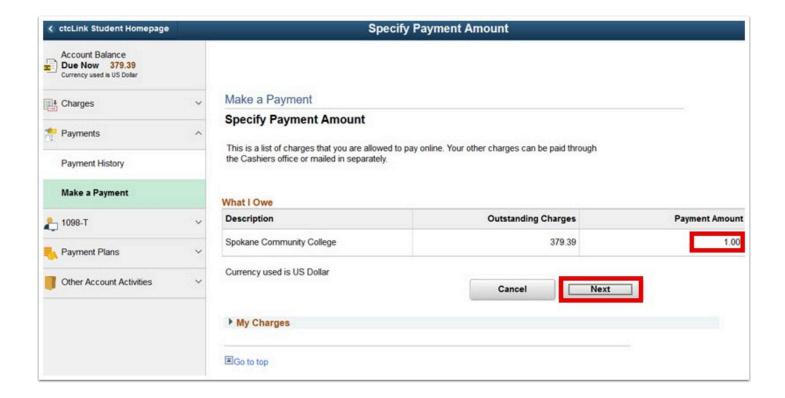
- 2. The **Account Balance** page displays.
- 3. Select the **Payments** dropdown.



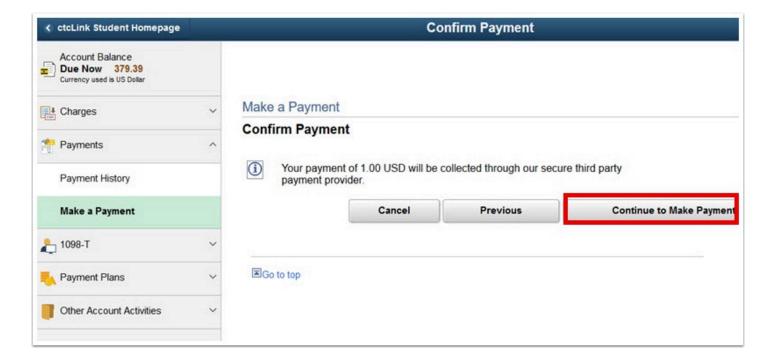
4. Select Make a Payment.



- 5. The **Specify Payment Amount** page displays.
- 6. Enter your Payment Amount, then select Next.



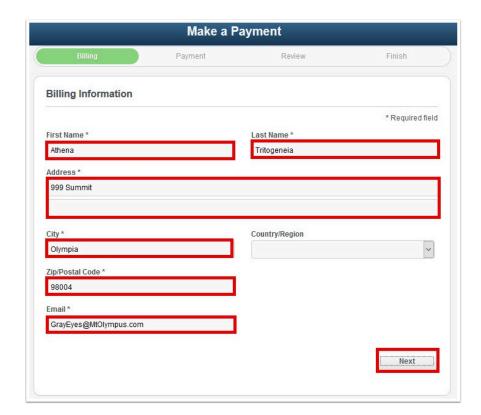
- 7. The **Confirm Payment** page displays.
- 8. Select Continue to Make Payment.



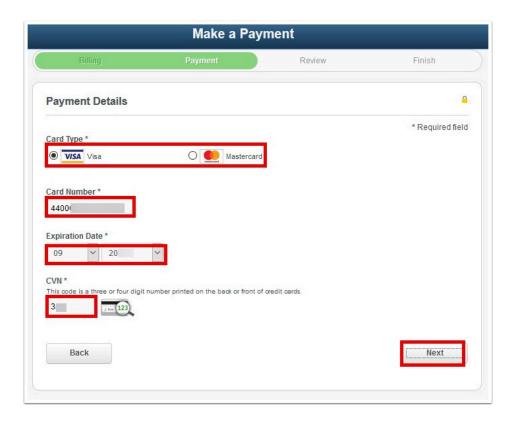
- 9. The **Billing Information** page displays.
- 10. Enter required fields:
 - a. First Name
 - b. Last Name
 - c. Address
 - d. City

- e. Zip/Postal Code
- f. Email

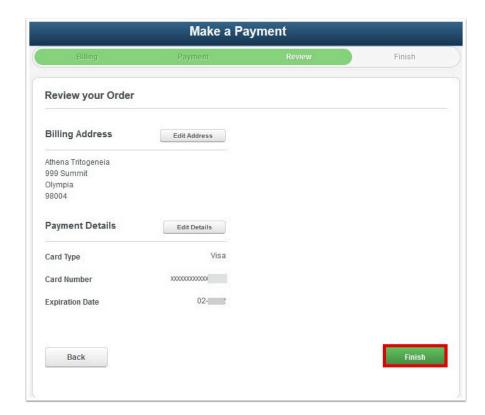
11. Select Next.



- 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.



21. Process complete.