

# 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.

[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

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

Currency used is US Dollar

5. The **Specify Payment Amount** page displays.

6. Enter your **Payment Amount**, then select **Next**.



- e. Zip/Postal Code
- f. Email

11. Select **Next**.

The screenshot shows a web form titled "Make a Payment" with a dark blue header. Below the header is a navigation bar with four tabs: "Billing" (highlighted in green), "Payment", "Review", and "Finish". The main content area is titled "Billing Information" and contains 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

Card Type \*

☒ VISA 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

### 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.