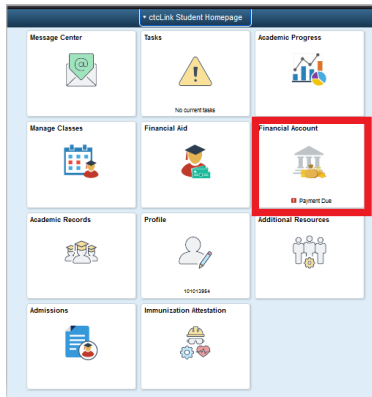


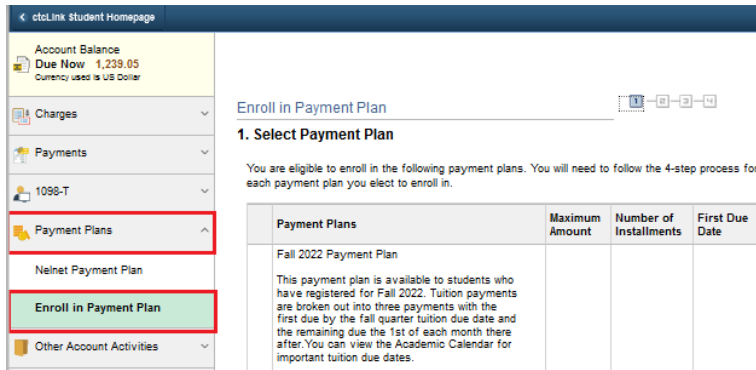
Payment Plan Enrollment

Navigation: Student Homepage

1. Select the **Financial Account** file.



2. The **Account Balance** page displays
3. Select the **Account Services** button on the left menu to expand and show the **Enroll in Payment Plan** options.
 - a. Enroll in Payment Plan
4. The 2. **Select Payment Plan** options will become available



5. If eligible to enroll in a payment plan, please select the appropriate plan and enroll. Then click **Next**.
6. The **Review Installments** page displays
7. After confirming the Installment Schedule, Administrative Fee, Term, and Dates- continue by selecting the Next button.

Eligible Charges	1,239.05	Eligible Charges represent the balance available for the payment plan, max plan amount, and the number of installments.
Plan Amount	5,000.00	
Number of Installments	3	

Installment Schedule

Due Date	Installment	Administrative Fee	Total Installment
08/24/2022	413.03	35.00	448.03
09/24/2022	413.01		413.01
10/24/2022	413.01		413.01
Total	1,239.05	+ 35.00	= 1,274.05

Currency used is US Dollar

Important: The Installment Schedule is based on your current eligible charges of 1,239.05. If charges that are placed in this plan are reversed or reduced, your installment payment will also be automatically reduced. If you incur eligible charges in the future, they will be added to this installment schedule automatically, up to the amount of 5,000.00.

8. The 3. Agreement page displays below
9. Confirm that you understand the agreement by selecting 'Yes. I have read the agreement' check box.
10. Select the **Enroll** button.

11. The 4. Result page displays
12. The page shows that you are now enrolled in the payment plan.

Enroll in Payment Plan 1 2 3 4

4. Result

✓ Congratulations!
You have successfully enrolled in STEPP Winter 2020. Please keep the installment schedule for your reference.

Installment Schedule

Due Date	Installment	Administrative Fee	Total Installment
12/17/2019	433.15	20.00	453.15
01/17/2020	433.14		433.14
02/17/2020	433.14		433.14
Total	1,299.43	20.00	1,319.43

[View my Account](#)

13. Process complete

Make a Payment through ctcLink Student Homepage

Navigation: Student Homepage

1. Select the **Financial Account** tile.

The dashboard shows various tiles including Message Center, Tasks, Academic Progress, Manage Classes, Financial Aid, Financial Account (highlighted), Academic Records, Profile, Additional Resources, Admissions, and Immunization Attestation.

2. The **Account Balance** Page Displays.
3. Select the **Payments** Dropdown
4. Select **Make a Payment**.

The Account Balance page shows the current balance of 379.39. The left sidebar contains a dropdown menu with 'Make a Payment' highlighted. The main content area shows a table of charges and deposits.

Term	Charges & Deposits
FALL 2019	379.39
Total	379.39

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

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

ctcLink Student Homepage

Specify Payment Amount

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

Make a Payment

What I Owe

Description	Outstanding Charges	Payment Amount
Spokane Community College	379.39	1.00

Currency used is US Dollar

Cancel Next

My Charges

Go to top

7. The **Confirm Payment** page displays.

8. Select **Continue to Make Payment**

ctcLink Student Homepage

Confirm Payment

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

Make a Payment

Confirm Payment

Your payment of 1.00 USD will be collected through our secure third party payment provider.

Cancel Previous Continue to Make Payment

Go to top

9. The **Billing Information** page displays

10. Enter the required fields:

- First Name
- Last Name
- Address
- City
- Zip/Postal Code
- Email

11. Select **Next**.

Make a Payment

Billing Payment Review Finish

Billing Information

* Required field

First Name * Athena

Last Name * Tritogeneia

Address * 999 Summit

City * Olympia

Country/Region

Zip/Postal Code * 98004

Email * GrayEyes@MTOlympus.com

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**.

Make a Payment

Billing Payment Review Finish

Payment Details

* Required field

Card Type *

☒ VISA Visa ☐ Mastercard Mastercard

Card Number *

4400

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 XXXXXXXXXX

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

Reference Number	000000000078	Payment Amount	10.00
Card Number	1111	Transaction Date	05/29/2014
		Transaction Status	Successfully Posted

Currency used is US Dollar.

VIEW CONFIRMED PAYMENT MAKE ANOTHER PAYMENT

21. Process Complete