

Use this Document as a reference for making payments to your student account in ctclink.

# Make a Payment

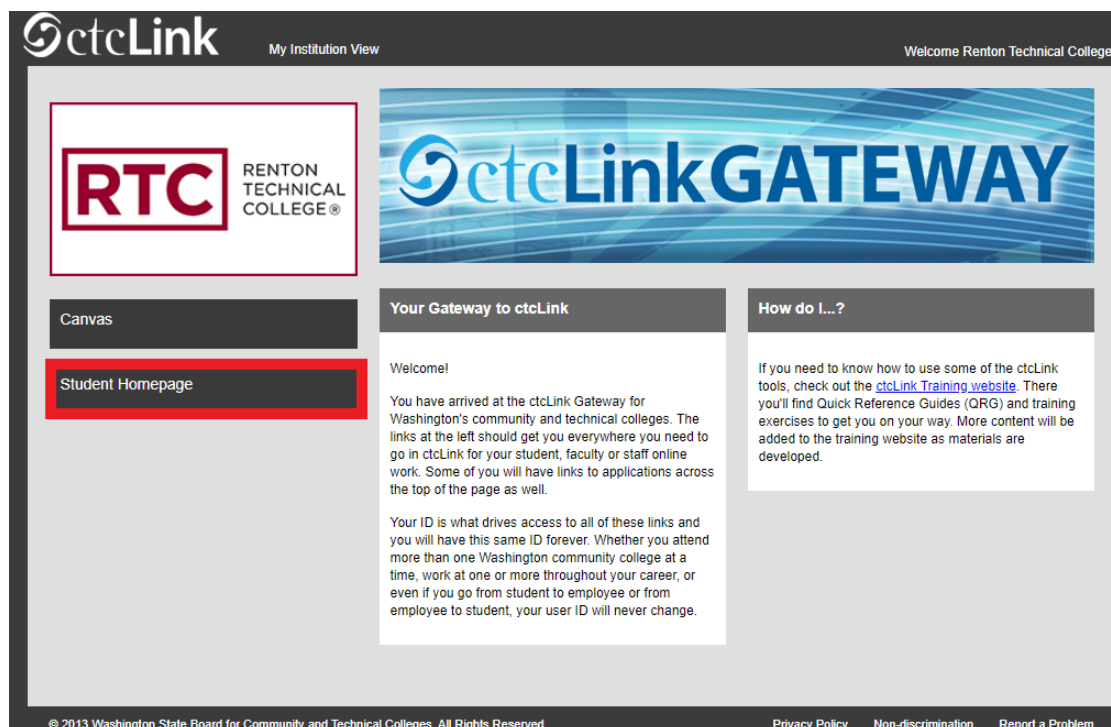
## Navigation: Student Homepage

1. Use a web browser instead of the mobile app and go to [gateway.ctclink.us](http://gateway.ctclink.us) to login and pay.
2. If you were/are enrolled in other colleges, click the applicable link for Renton Technical College

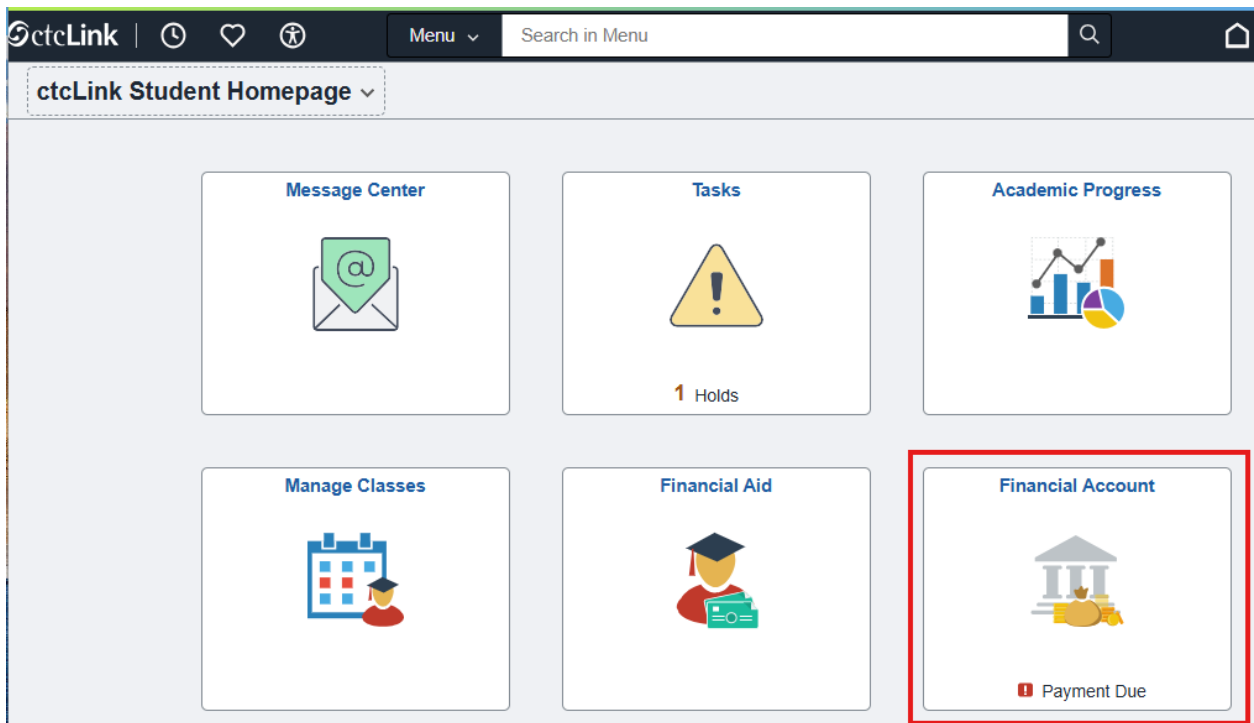
Please click the applicable link for the District or the College.



3. Click **Student Homepage** to open the tiles available



4. From ctcLink Student Homepage select **Financial Account** (If you do have any holds verify them to be aware and take action)



5. The **Account Balance** page displays.

The screenshot shows the 'Account Balance' page. The left sidebar contains a list of links: 'Charges', 'Payments', '1098-T', 'Payment Plans', and 'Other Account Activities'. The main content area displays the 'Account Balance' as 'Due Now 311.18' with a note 'Currency used is US Dollar'. Below this is a section titled 'What I Owe' containing a table with the following data:

Term	Charges & Deposits	Total Due
SPRING 2025	301.18	301.18
SUMMER 2025	10.00	10.00
<b>Total</b>	<b>311.18</b>	<b>311.18</b>

Below the table, it states 'Currency used is US Dollar'.

6. Select the **Payments** dropdown and then select the **Make a Payment** link

The screenshot shows the 'Account Balance' page with the 'Payments' dropdown menu open. The dropdown menu contains the following options: 'Payment History' and 'Make a Payment'. The 'Make a Payment' option is highlighted with a red border. The main content area remains the same as in the previous screenshot, showing the 'Account Balance' and the 'What I Owe' table.

## 7. The **Make a Payment** page displays

The screenshot shows the 'Make a Payment' page with a dark header bar containing an 'Exit' button and a bell icon. Below the header, the page title 'Make a Payment' is displayed. On the left, a vertical progress bar lists six steps: 1. Select Payment Method (In Progress), 2. Specify Payment Amount (Not Started), 3. Confirm Payment Amount (Not Started), 4. Third Party Page (Not Started), 5. Submit Payment (Not Started), and 6. Payment Result (Not Started). The main content area is titled 'Step 1 of 6: Select Payment Method' and includes a 'Confirm' button. Below the title, a note states: 'If you wish to use multiple credit cards or bank accounts to pay off your balance, you will need to submit multiple transactions.' A '\*Pay By' dropdown menu is set to 'Credit Card'.

## 8. On the **Make a Payment** Page follow step 1 to 6 fluid

### A. Step 1 of 6: **Select Payment Method**

- I. The **Pay By** field will be defaulted to **Credit Card**. Select the **Confirm** button.

This screenshot is identical to the one above, showing the 'Make a Payment' page at Step 1 of 6: Select Payment Method. The 'Confirm' button in the top right corner of the main content area is highlighted with a red rectangular box.

### B. Step 2 of 6: **Specify Payment Amount:**

- I. A list of charges will populate.
- II. The Payment Amount field(s) will default to populating the full balance owed for a respective charge. If you want to edit the line, enter the appropriate total for each line that you want to pay.  
Optional: Use the Actions button to either pay all charges or clear all in order to select charges that will not be covered by Financial Aid or Third Party.
- III. The total amount to be paid for this payment is shown on the bottom row.
- IV. Select the **Confirm** button.



### C. Step 3 of 6: **Confirm Payment Amount:**

- I. Review the page and select the **Confirm** button.

The screenshot shows a mobile application interface for 'Make a Payment'. On the left is a vertical progress bar with six steps: 1. Select Payment Method (Complete), 2. Specify Payment Amount (Complete), 3. Confirm Payment Amount (In Progress, highlighted in green), 4. Third Party Page (Not Started), 5. Submit Payment (Not Started), and 6. Payment Result (Not Started). The main content area is titled 'Step 3 of 6: Confirm Payment Amount' and contains the text 'Your payment of 311.18 USD will be collected through our secure third party payment provider.' A blue 'Confirm' button is located in the top right corner of the main content area, highlighted with a red rectangle.

### D. Step 4 of 6: **Third Party Page:**

- I. Within the **Billing Information** section, populate all the fields.
- II. Within the **Payment Details** section, populate all the fields.
- III. Select the **Finish** button.

The screenshot shows the 'Make a Payment' page at Step 4 of 6: Third Party Page. The progress bar on the left shows steps 1 through 4 as 'Complete' or 'In Progress' (Step 4 is highlighted in green), and steps 5 and 6 as 'Not Started'. The main content area is divided into two sections: 'Billing Information' and 'Payment Details'. The 'Billing Information' section contains fields for First Name (\*), Last Name (\*), Address Line 1 (\*), Address Line 2, City (\*), Country/Region (\*), State/Province (\*), Zip/Postal Code (\*), and Email (\*). The 'Payment Details' section contains fields for Card Type (\*), Card Number (\*), Expiration Month (\*), Expiration Year (\*), and CVN (\*). A green 'Finish' button is located at the bottom right of the page, highlighted with a red rectangle.

## E. Step 5 of 6: **Submit Payment:**

- I. Review the page and select the **Submit** button.

The screenshot shows a web interface for 'Make a Payment'. On the left is a vertical progress bar with six steps: 1. Select Payment Method (Complete), 2. Specify Payment Amount (Complete), 3. Confirm Payment Amount (Complete), 4. Third Party Page (Complete), 5. Submit Payment (In Progress), and 6. Payment Result (Not Started). Step 5 is highlighted with a green background. The main content area is titled 'Step 5 of 6: Submit Payment' and contains the text 'If the following information is accurate, select the Submit button.' Below this is a 'Payment Summary' section with fields for 'Payment Amount' and 'Card Number', both of which are redacted with black boxes. It also states 'Currency used is US Dollar'. In the top right corner, there is a blue 'Submit' button, which is highlighted with a red rectangular box.

## F. Step 6 of 6: **Payment Result:**

- I. The page will indicate if your payment was successful or declined.

The screenshot shows the same 'Make a Payment' web interface, but now at Step 6 of 6: 'Payment Result'. The progress bar on the left shows that steps 1 through 5 are 'Complete' and step 6, 'Payment Result', is 'Visited' and highlighted with a green background. The main content area is titled 'Step 6 of 6: Payment Result' and displays the message 'Your credit card has been approved.' with a mouse cursor pointing at the text.

Click this [link](#) to see the **Video tutorial** which demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.