

Make a Payment

Navigation: Student Homepage

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

ctcLink My Institution View Welcome Renton Technical College!

RTC RENTON TECHNICAL COLLEGE®

Canvas

Student Homepage

Your Gateway to ctcLink

Welcome!

You have arrived at the ctcLink Gateway for Washington's community and technical colleges. The links at the left should get you everywhere you need to go in ctcLink for your student, faculty or staff online work. Some of you will have links to applications across the top of the page as well.

Your ID is what drives access to all of these links and you will have this same ID forever. Whether you attend more than one Washington community college at a time, work at one or more throughout your career, or even if you go from student to employee or from employee to student, your user ID will never change.

How do I...?

If you need to know how to use some of the ctcLink tools, check out the [ctcLink Training website](#). There you'll find Quick Reference Guides (QRG) and training exercises to get you on your way. More content will be added to the training website as materials are developed.

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Message Center

Tasks

No current tasks

Academic Progress

Manage Classes

Financial Aid

Financial Account

Academic Records

Profile

XX270CS01

Additional Resources

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

The screenshot shows the 'Account Balance' page in the ctcLink Student Homepage. The left sidebar contains a menu with 'Account Balance', 'Charges', 'Payments', '1098-T', 'Payment Plans', and 'Other Account Activities'. The 'Payments' item is highlighted with a red box. The main content area is titled 'What I Owe' and contains a table with the following data:

Term	Charges & Deposits	Total Due
FALL 2023	1,350.50	1,350.50
Total	1,350.50	1,350.50

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

4. Select **Make a Payment**.

The screenshot shows the 'Account Balance' page with the 'Payments' dropdown expanded. The 'Make a Payment' option is highlighted with a red box. The 'What I Owe' table remains the same as in the previous screenshot.

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

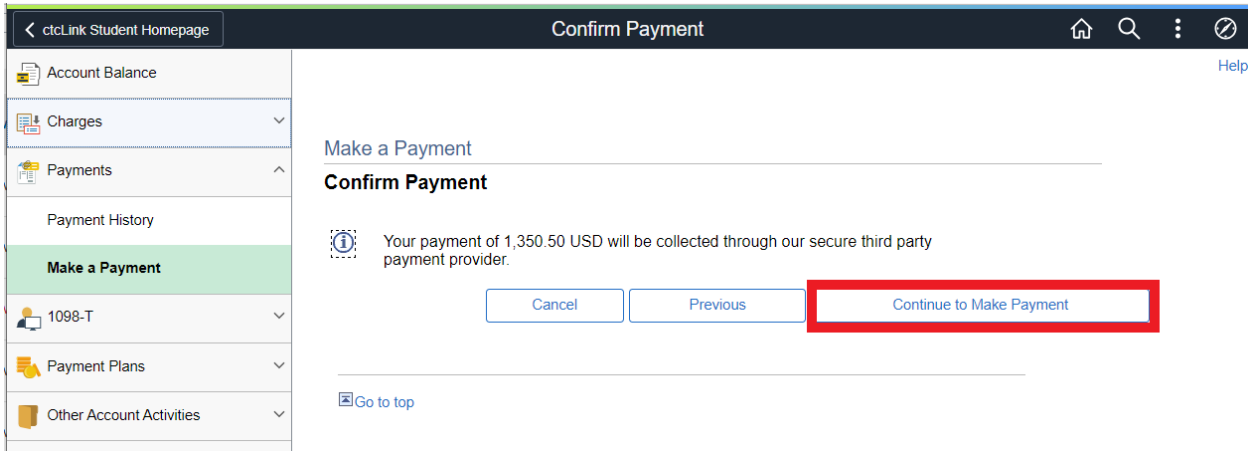
The screenshot shows the 'Specify Payment Amount' page. The left sidebar has 'Make a Payment' highlighted. The main content area is titled 'Specify Payment Amount' and includes the following text: 'This is a list of charges that you are allowed to pay online. Your other charges can be paid through the Cashiers office or mailed in separately.'

The 'What I Owe' table is updated with a 'Payment Amount' column:

Description	Outstanding Charges	Payment Amount
Renton Technical College	1,350.50	1350.50

The 'Payment Amount' value '1350.50' is highlighted with a red box. Below the table, it states 'Currency used is US Dollar'. At the bottom, there are 'Cancel' and 'Next' buttons, with the 'Next' button highlighted by a red box.

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**.

Make a Payment

BillingPaymentReviewFinish

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

123

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

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.