

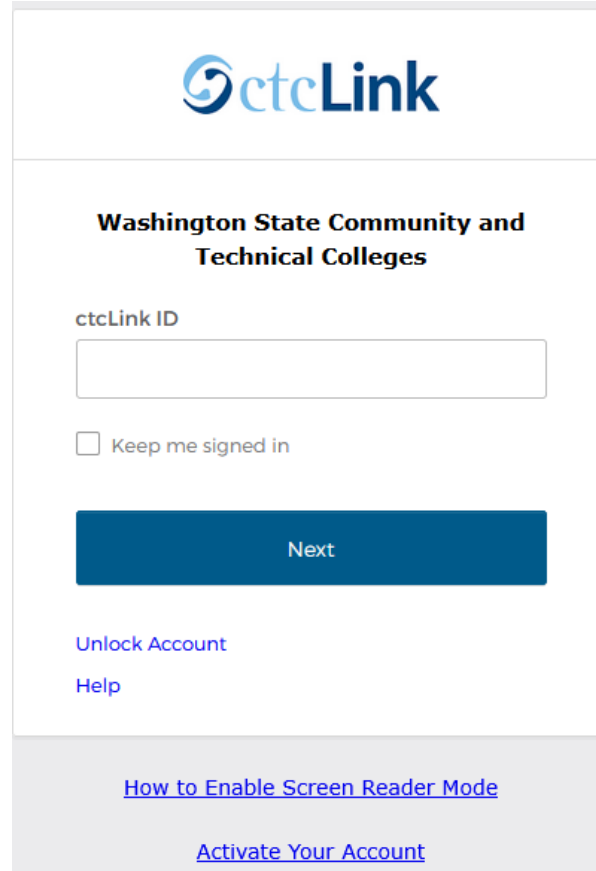
How to Make a Payment in ctcLink

This guide will show you how to make a payment in your ctcLink account.



Proceed to ctcLink:

1. Open web browser and go to gateway.ctclink.us.

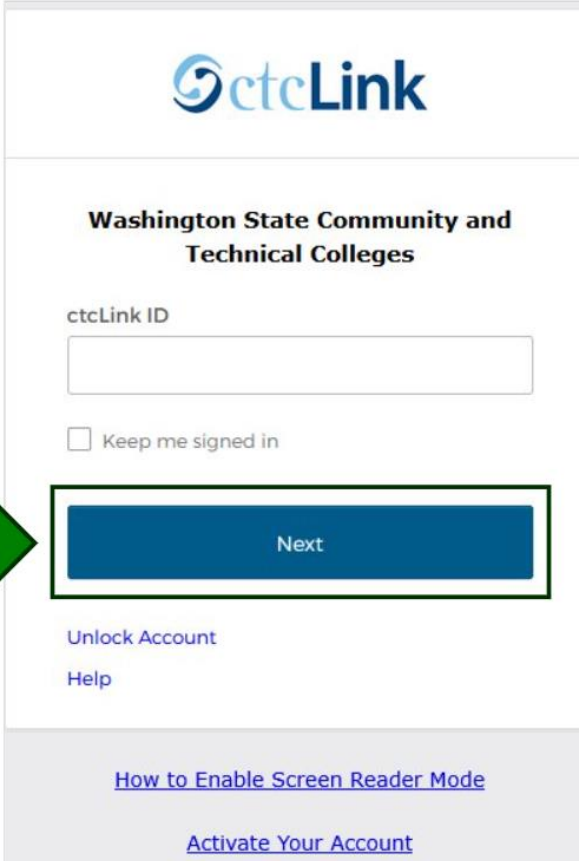


The screenshot shows the ctcLink login interface. At the top is the ctcLink logo. Below it, the text "Washington State Community and Technical Colleges" is centered. A label "ctcLink ID" is positioned above a text input field. Below the input field is a checkbox labeled "Keep me signed in". A large blue button with the text "Next" is centered below the checkbox. At the bottom of the main content area, there are two links: "Unlock Account" and "Help". A footer section contains two more links: "How to Enable Screen Reader Mode" and "Activate Your Account".



Sign in:

2. Enter your **ctcLink ID** number. Click **Next**.



ctcLink

Washington State Community and
Technical Colleges

ctcLink ID

Keep me signed in

Next

[Unlock Account](#)

[Help](#)

[How to Enable Screen Reader Mode](#)

[Activate Your Account](#)



Enter Your Password:

3. Enter your password. Click on **Verify**.

ctcLink

Verify with your password

Password

Verify

[Reset Password](#)

[Back to sign in](#)

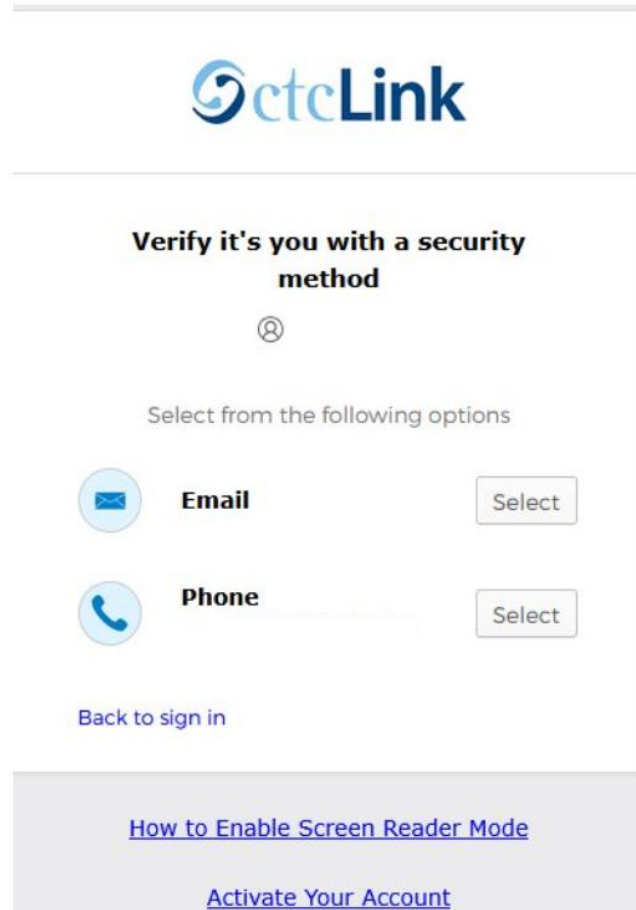
[How to Enable Screen Reader Mode](#)

[Activate Your Account](#)



Verify It's You:

4. Follow the prompts to verify it's you with a security method.

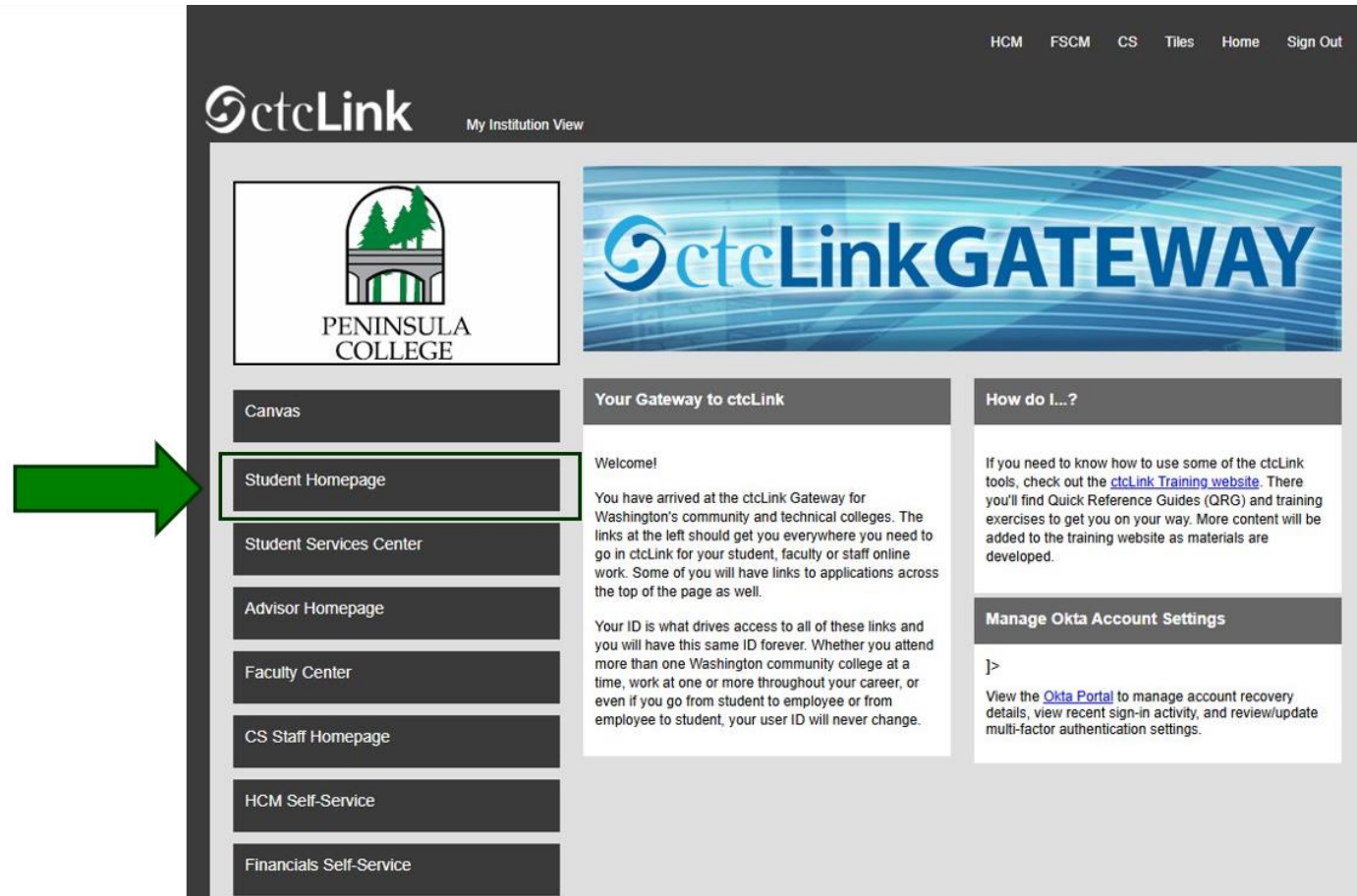


The screenshot shows the ctcLink verification interface. At the top is the ctcLink logo. Below it, the text reads "Verify it's you with a security method" followed by a user icon. The instruction "Select from the following options" is centered. There are two options: "Email" with an envelope icon and a "Select" button, and "Phone" with a telephone icon and a "Select" button. At the bottom left is a link "Back to sign in". At the bottom center are two links: "How to Enable Screen Reader Mode" and "Activate Your Account".



Open Your Student Homepage:

5. Click on **Student Homepage**.



The screenshot shows the ctcLink Gateway interface for Peninsula College. At the top right, there are navigation links: HCM, FSCM, CS, Tiles, Home, and Sign Out. The main header features the ctcLink logo and "My Institution View". Below this is a banner for "ctcLink GATEWAY" with the college's logo and name. A left-hand navigation menu contains several options: Canvas, Student Homepage (highlighted with a green arrow), Student Services Center, Advisor Homepage, Faculty Center, CS Staff Homepage, HCM Self-Service, and Financials Self-Service. The main content area includes a "Your Gateway to ctcLink" section with a welcome message and a "How do I...?" section with instructions on using the training website. A "Manage Okta Account Settings" section is also visible at the bottom right.

Select Financial Account:

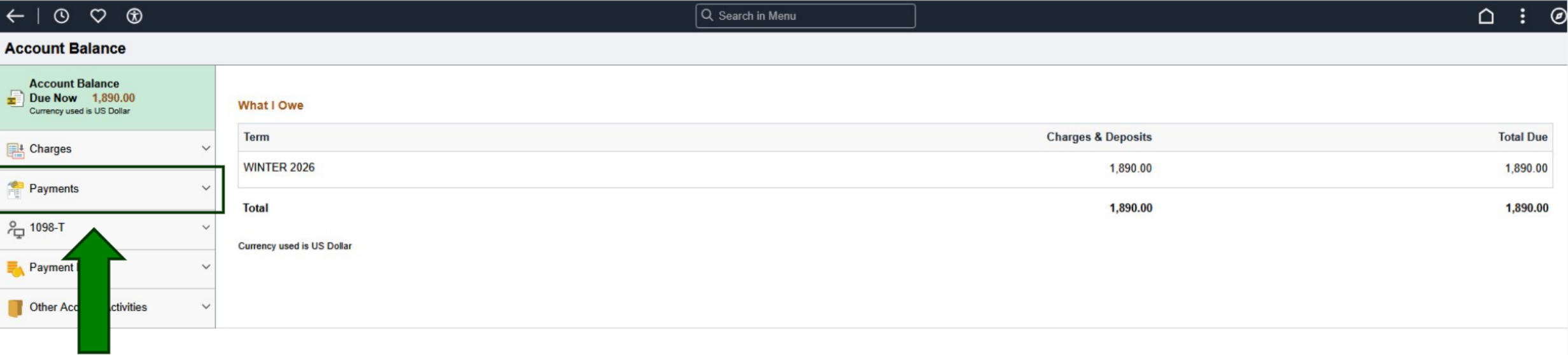
6. Select the **Financial Account** tile.

The screenshot displays the ctcLink Student Homepage interface. At the top, there is a navigation bar with the ctcLink logo, a search bar labeled "Search in Menu", and a "Menu" dropdown. Below the navigation bar, the page title "ctcLink Student Homepage" is visible. The main content area features a grid of service tiles:

- Message Center**: Represented by an envelope icon with an @ symbol.
- Manage Classes**: Represented by a calendar icon with a graduation cap.
- Tasks**: Represented by a yellow warning triangle icon, with a status indicator showing "2 To Do's" and "1 Holds".
- Academic Progress**: Represented by a bar and line graph icon.
- Academic Records**: Represented by an icon of three graduation caps.
- Financial Aid**: Represented by an icon of a graduation cap and a stack of money.
- Financial Account**: Represented by an icon of a classical building with columns and a stack of money. This tile is highlighted with a green border, and a large green arrow points to it from the "Admissions" tile.
- Admissions**: Represented by an icon of a blue folder and a red circle with a white checkmark.
- Immunization Attestation**: Represented by an icon of a hard hat, safety glasses, a gear, and a heart.
- Additional Resources**: Represented by an icon of three stylized human figures and a gear.

Review Your Account Balance:

7. Review your account balance. Click on **Payments**.



The screenshot shows a web application interface for reviewing an account balance. At the top, there is a dark navigation bar with a search box labeled "Search in Menu" and standard mobile navigation icons. Below this, the main content area is titled "Account Balance". On the left side, there is a vertical menu with several items: "Account Balance" (with a sub-item "Due Now 1,890.00" and "Currency used is US Dollar"), "Charges", "Payments" (highlighted with a green box and a green arrow pointing to it), "1098-T", "Payment", and "Other Account Activities". The main content area on the right is titled "What I Owe" and contains a table with the following data:

Term	Charges & Deposits	Total Due
WINTER 2026	1,890.00	1,890.00
Total	1,890.00	1,890.00

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

Select Make a Payment:

8. Select Make a Payment.

Account Balance

Account Balance
Due Now 1,890.00
Currency used is US Dollar

Charges

Payments

Payment History

Make a Payment

1098-T

Payment

Other Account Activities

What I Owe

Term	Charges & Deposits	Total Due
WINTER 2026	1,890.00	1,890.00
Total	1,890.00	1,890.00

Currency used is US Dollar



Confirm Payment Method:

9. Confirm payment by credit card by selecting **Confirm**.

Make a Payment


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
6	Payment Result Not Started

Step 1 of 6: Select Payment Method

If you wish to use multiple credit cards or bank accounts to pay off your balance, you will need to submit multiple transactions.

*Pay By

[Confirm](#)



Enter Payment Amount:

10. Enter your payment amount, then select **Confirm**.

Make a Payment

[← Previous](#)

- 1 Select Payment Method Complete
- 2 Specify Payment Amount In Progress**
- 3 Confirm Payment Amount Not Started
- 4 Third Party Page Not Started
- 5 Submit Payment Not Started
- 6 Payment Result Not Started

Step 2 of 6: Specify Payment Amount

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.


[Actions](#)

Peninsula College

Item Description	Due Date	Item Term	Outstanding Charges	Payment Amount
Tuition	12/24/2025	WINTER 2025	1,890.00	<input type="text" value="1,890.00"/>
Total			1,890.00	1,890.00

Currency used is US Dollar

[Confirm](#)



Confirm Payment Amount:

11. Confirm your payment amount by selecting **Confirm**.


Make a Payment

[< Previous](#)

1	Select Payment Method Complete
2	Specify Payment Amount Complete
3	Confirm Payment Amount In Progress
4	Third Party Page Not Started
5	Submit Payment Not Started
6	Payment Result Not Started

Step 3 of 6: Confirm Payment Amount

Your payment of 945.00 USD will be collected through our secure third party payment provider.

 [Confirm](#)



Enter Billing Information and Payment Details:

12. Enter the required fields, then click **Finish**.

Make a Payment

Step 4 of 6: Third Party Page

1 Select Payment Method Complete

2 Specify Payment Amount Complete

3 Confirm Payment Amount Complete

4 Third Party Page In Progress

5 Submit Payment Not Started

6 Payment Result Not Started

Billing Information

* Required field

First Name *

Last Name *

Address Line 1 *

Address Line 2

City *

Country/Region *

Zip/Postal Code *

Email *

Payment Details

Card Type *


Visa Mastercard

Discover

Card Number *

Expiration Month * Expiration Year *

CVN * This code is a three or four digit number printed on the back or front of credit cards.

 **Finish**



Confirm Payment Details:

13. If the information is correct, click **Submit**.

Make a Payment

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
6	Payment Result Not Started

Step 5 of 6: Submit Payment

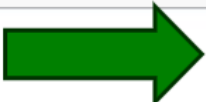
If the following information is accurate, select the Submit button.

Payment Summary

Payment Amount 945.00

Card Number

Currency used is US Dollar





Success:

14. Done! Your payment is posted.

Make a Payment

1	Select Payment Method Complete
2	Specify Payment Amount Complete
3	Confirm Payment Amount Complete
4	Third Party Page Complete
5	Submit Payment Complete
6	Payment Result Visited

Step 6 of 6: Payment Result

✔ Your payment has been accepted. Save the following information for your reference.

Confirmation Details

Transaction Status	✔ Successfully Posted
Transaction Date	01/22/2026
Reference Number	
Payment Amount	945.00
Card Number	



If you have any questions or need further assistance, contact the IT Help Desk at (360) 417-6565 or helpdesk@pencol.edu

