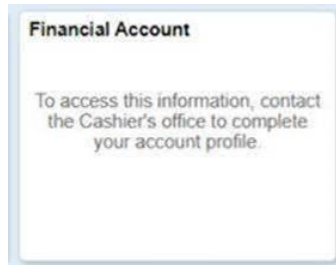


ONLINE PAYMENTS AND PAYMENT PLANS

The steps to make an online payment and enroll in a tuition payment plan are similar. You must first find the **Financial Account tile** in ctcLink. Follow these steps:

1. Go to **skagit.edu**.
2. At top of the page, hover over **Students** + click **ctcLink**.
3. Click **ctcLink Login tile** – *Dashboard displays*.
4. On left menu, click **Full Site** (bottom menu) – *Student Homepage displays*.
5. Click **Financial Account tile** – *Account Balance page displays*.

If you reach this step and see the below picture as your Financial Account Tile



... you have some troubleshooting to do!

- Log out of ctcLink and then go to <https://myaccount.ctclink.us> and log in with the same username and password information as ctcLink.
- Select your college tile (if you have attended multiple Washington State colleges).
- Select **Student Homepage**.
- Select the **Financial Account tile**.
- If you are still having issues or are seeing a similar message within the <https://myaccount.ctclink.us> portal, contact the SVC IT Help Desk (IT.Helpdesk@skagit.edu or 360.416.7766). This error is sometimes a security permission issue rather than a registration or cashiering issue. Our IT team can help!

Now that you can access the **Financial Account tile**, you are able to access Make a Payment and Enroll in Payment Plan functions through ctcLink. **Directions on both are on the next page.**



*ONLINE PAYMENTS AND PAYMENT PLANS***Pay Online**

1. After you've followed the steps to take you to the **Financial Account tile**, on the left menu click **Payments** and **Make a Payment**.
2. **Enter the amount** you want to pay and click **Next**.
3. ctcLink will let you know it is going to take you to a secure third party payment provider – click **Continue to Make Payment**.
4. Enter your billing information and payment details and click **Finish**.
5. Check the information you entered – if it is correct, click **Submit**.

Thank you for your payment!

Enroll in a Payment Plan

1. After you've followed the steps to take you to the **Financial Account tile**, on the left menu click **Payment Plans** and **Enroll in Payment Plan**. You will work through 4 screens to enroll in the plan.
 - a. After selecting **Enroll in Payment Plan**, the 1st screen, *Select Payment Plan*, displays. There may be more than 1 plan offered at any given time. **Read the information to ensure you select the correct radial button**.
 - a. Select the **radial button** of the plan you want to enroll in and then click **Next** – the 2nd screen, *Review Installments*, displays.
 - b. After confirming the Installment Schedule, Administrative Fee, quarter, and dates, you can continue by selecting **Next** – the 3rd screen, *Agreement*, displays.
 - c. **Read the terms and conditions**. Once you read the terms and conditions, confirm you understand the agreement by **click the "Yes, I have read the agreement" check box**. Select the **Enroll** button – the 4th screen, *Result*, displays.
 - d. The page shows that you are now enrolled in the payment plan.

Thank you for enrolling in a payment plan!