

Campus Solutions Self Service Make a Payment Quick Reference Guide

Purpose: Use this document as a reference for making payments to student accounts in ctcLink.

Audience: Students

Make a Payment

Navigation: Gateway → Student Center → Make a Payment

1. Select the **make a payment** link in the Finances section.

Pat's Student Center

Academics

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)

other academic... ▾ >>

Deadlines URL Gradebook

FALL 2015 Schedule

| | Class | Schedule |
|--|---------------------------|--|
| | ART 105-1 LEC (4835) | TuTh 9:30AM - 12:20PM Room: TBA |
| | MUSC 100-1 LEC (4656) | MoTuWeThFr 7:30AM - 8:20AM Room: TBA |
| | SPAN& 121-1 LEC (4824) | MoTuWeThFr 7:30AM - 8:20AM Room: TBA |

weekly schedule ▶
enrollment shopping cart ▶

Finances

My Account
[Account Inquiry](#)
[Payment Profile](#)

Financial Aid
[View Financial Aid](#)
[Accept/Decline Awards](#)
[Report Other Financial Aid](#)

other financial... ▾ >>

Account Summary

You owe 11,012.00.

- Due Now 6,812.00
- Future Due 4,200.00

**** You have a past due balance of 6,762.00. ****

Currency used is US Dollar.

make a payment ▶ [Nelnet Payment Plan](#)

2. Enter the **Payment Amount** and click **Next**.

Pat Smith0040 go to ...

Account Inquiry | Electronic Payments/Purchases | Account Services

make a payment | payment profile

Make a Payment

Specify Payment Amount

Listed below are the charges you are allowed to pay online. Your other charges can be paid through the Cashiers office or mailed in separately.

| What I Owe | | | |
|---------------------------|-------------|---------------------|----------------|
| Description | Term | Outstanding Charges | Payment Amount |
| Spokane Community College | FALL 2014 | 10,962.00 | 100.00 |
| Spokane Community College | WINTER 2015 | 50.00 | |
| Total | | 11,012.00 | |

pay all charges | zero out amounts | calculate total

Currency used is US Dollar.

CANCEL | NEXT

3. Select the payment method in **Pay By** and click **Next**.

Pat Smith0040 go to ...

Account Inquiry | Electronic Payments/Purchases | Account Services

make a payment | payment profile

Make a Payment

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 Credit Card

CANCEL | PREVIOUS | NEXT

4. Read the **Confirm Payment** information box and select **Continue to Make Payment** if the information is correct. You will be directed to a third party page to complete the secure payment.

Pat Smith0040 go to ...

[Account Inquiry](#) | [Electronic Payments/Purchases](#) | [Account Services](#)

[make a payment](#) | [payment profile](#)

Make a Payment

Confirm Payment

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

[CANCEL](#) | [PREVIOUS](#) | [CONTINUE TO MAKE PAYMENT](#)

5. Enter your account information and click **Pay**.

Billing Information

* Required field

First Name *

Last Name *

Address *

City *

Your Order

Total amount **\$1.00**

Payment Details

Card Type *

Visa MasterCard

Amex Discover

Card Number *

Expiration Date * /

[Cancel](#) [Pay](#)

6. Confirm the information on the **Submit Payment** page and click **Submit**.

Crystal Jessel go to ...

Account Inquiry | Electronic Payments/Purchases | Account Services

make a payment | payment profile

Make a Payment

Submit Payment

If the information below is accurate, click the Submit button.

| Payment Summary | |
|-----------------------------|-------|
| Payment Amount | 10.00 |
| Currency used is US Dollar. | |
| Card Number | 1111 |

7. The **Payment Result** page confirms your successful payment or notifies you of an error.

Crystal Jessel go to ...

Account Inquiry | Electronic Payments/Purchases | Account Services

make a payment | payment profile

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. | | | |