



•



•

Office for Career &
Technical Schools

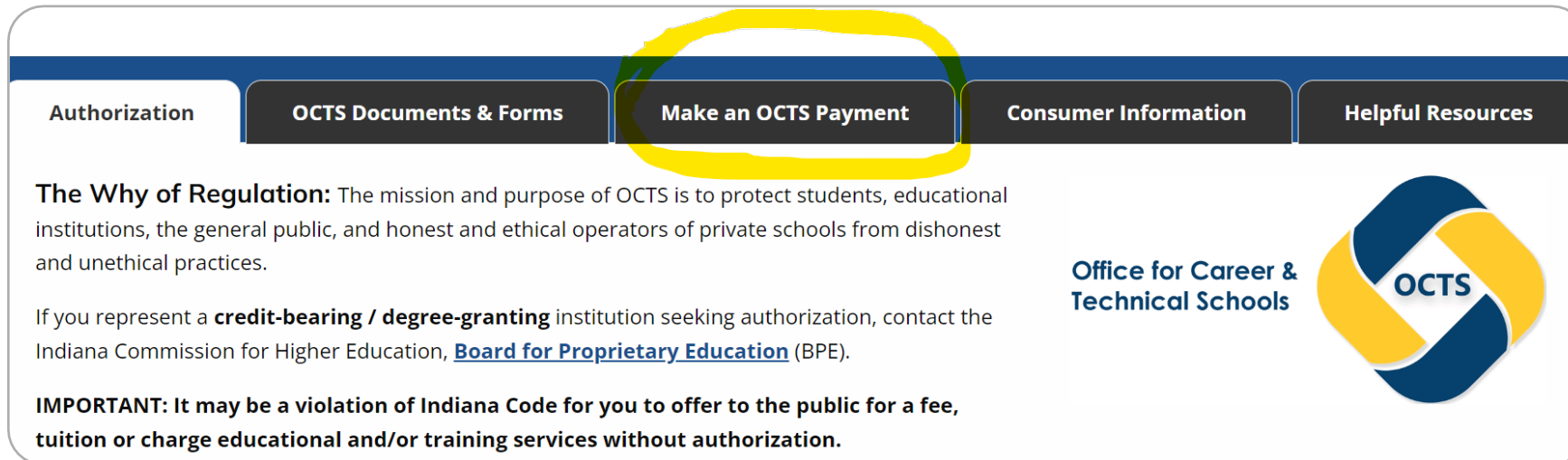


OCTS Payment Portal

Accessing the Payment Portal

Go to: www.IN.gov/DWD/2731.htm

Select the tab “ Make an OCTS Payment ”



The screenshot shows a navigation bar with five tabs: Authorization, OCTS Documents & Forms, Make an OCTS Payment, Consumer Information, and Helpful Resources. The 'Make an OCTS Payment' tab is highlighted with a yellow circle. Below the navigation bar, there is a section titled 'The Why of Regulation' with text explaining the mission of OCTS. To the right of this text is the OCTS logo, which consists of a blue and yellow circular design with the letters 'OCTS' in the center. Below the logo is the text 'Office for Career & Technical Schools'. At the bottom left of the page, there is an important notice: 'IMPORTANT: It may be a violation of Indiana Code for you to offer to the public for a fee, tuition or charge educational and/or training services without authorization.'


Authorization OCTS Documents & Forms **Make an OCTS Payment** Consumer Information Helpful Resources

The Why of Regulation: The mission and purpose of OCTS is to protect students, educational institutions, the general public, and honest and ethical operators of private schools from dishonest and unethical practices.

If you represent a **credit-bearing / degree-granting** institution seeking authorization, contact the Indiana Commission for Higher Education, [Board for Proprietary Education](#) (BPE).

IMPORTANT: It may be a violation of Indiana Code for you to offer to the public for a fee, tuition or charge educational and/or training services without authorization.

Office for Career & Technical Schools



Indiana DWD Payments Portal

Type

Payment Amount

+ Add to Cart

→ Pay \$0.00



Select the fee type.

Indiana DWD Payments Portal

Type

In-State Initial Authorization Applicat ✓

Institution Name

Location

Payment Amount

\$ 1000.00

+ Add to Cart

→ Pay \$0.00

Enter Institution Name

If you have more than one institution, specify the location. Example: Workforce Tech - Avon

Fee will automatically fill in. Exceptions: Travel invoice requires you to enter amount due manually

You can easily make multiple payments by adding each item to your cart, then proceed to checkout to pay for all at one time.

Click to pay

Institution Name	Location	Amount	
Workforce Tech	Workforce Tech - Avon	\$1,000.00	✕ Remove
		Total:	\$1,000.00 🗑 Empty Cart

[🔒 Secure Checkout](#)[✕ Close](#)

Payment Amount

\$ 0



Before choosing "Secure Checkout" you can view the total sum on this screen.

Quarterly CCSAF

Career College Student Assurance Fund

Indiana DWD Payments Portal

Type	Quarter 3 CCSAF Fee ✓
Institution Name	Workforce Tech ✓
Location	Workforce Tech - Avon
Total Gross Tuition/Instructional fees received from all Indiana residents this quarter	9,500.00 ✓
Total Gross Tuition/ fees received from all out of state residents instructed within Indiana this quarter	1,200.00 ✓
Total value of refunds made this quarter to students from or instructed in Indiana	0 ✓
Total	10.00 ✓
Required FUND Contribution (0.1% Net Tuition)	0.01 ✓
Additional Required Fee (Quarterly Administrative Fee) (IC 22-4.1, 1-21-19)	60 ✓
Payment Amount	\$ 60.01

+ Add to Cart

You can now use the payment portal to complete this report and make the payment. Simply fill in the required fields, and the system will automatically calculate the amount due. To see your payment choices, add to cart.

Payment Methods

Mastercard, Visa, American Express, Discover, and echeck

A **Convenience Fee** will be applied to the payment amount.

Select Payment Method

Credit or Debit



Digital Wallets or Bank





Credit Card Option

A **convenience fee** will be applied to the payment amount.

Payment Method*

Credit



VISA



Cardholder Name*

Card Number*

Expiration Month*

Select Month

Expiration Year*

Select Year

CVV*

What is CVV?

*Required Field

Edit Payment Method

Continue



A **convenience fee** of **2.25%** will be applied to all payments made with credit cards.



Debit Card Option

A **convenience fee** will be applied to the payment amount.

Payment Method*

Credit



VISA



Cardholder Name*

Card Number*

Expiration Month*

Select Month

Expiration Year*

Select Year

CVV*

What is CVV?

*Required Field

Edit Payment Method

Continue



A **convenience fee** of **1.50%** will be applied to all payments made with debit cards.




ACH / eCheck

A **convenience fee** will be applied to the payment amount.

If you have ACH debit block protection set up for your bank account, please confirm with your bank that electronic payment debits are allowed from Company Name INDWD and Company ID 0011301686 before processing any payments from that account.

 Account Type*

Select Account Type ▼

 Bank Routing Number*

[Sample check](#)

 Account Number*

 Confirm Account Number*

Convenience Fee: \$0.65

*Required Field

Edit Payment Method

Continue



A **convenience fee**
of **65¢** will be
applied to all
payments made
with ACH/eCheck.



The payment system is designed to date your payment on the same day it is made. Once you submit your payment, it is automatically processed and recorded with the current date. This ensures that your payment is accurately reflected as being received on the same day, providing timely updates to your account.

Payments made on the weekend and holidays will still reflect the date the payment was submitted. Even though banks may not process the transaction until the next business day, the system records the payment on the exact date it was made. This ensures that your payment is accurately logged and will not be delayed due to non-business days.

Contact Customer Support



paymentsupport@catalisgov.com



866-219-1476



8:30 AM – 5:00 PM EST