Make an On-Line Payment

Students are able to make electronic payments toward their account. Students will be able to submit payment by eCheck or credit card using American Express, MasterCard or Discover Card.

**Note:** Students may not make payments using a Visa card.

**Note:** Students should contact the Bursars office if they encounter any difficulties with the online payment system.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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</table>
| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser's address bar:  
  - Enter your Username and Password and click the Go icon.  
  - From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: *Self Service > Student Center.* |
| 3.   | In the *Finances* section, click the *Account Inquiry* link. |
4. On the Account Summary page, select the MAKE A PAYMENT button.

5. On the 1. Select Payment Method page, on the Pay By dropdown box, select either Credit Card or Electronic Check.

6. Click the NEXT button.
On the **Specify Payment Details** page, carefully enter required details as shown by your financial institution or provider.

8. Click the **NEXT** button.
9. On the **3. Specify Payment Amount** page, enter the dollar and cents amount in the **Payment Amount** field.

10. Click the **NEXT** button.

11. Important Message!

By selecting the option to pay with a credit card (MasterCard, Discover, American Express - we do not accept VISA) you agree to a non-refundable convenience fee of 2.65% to be added to this transaction. Your estimated fee and total amount is shown below. The convenience fee is charged by and paid directly to our electronic payment vendor as a separate charge on your credit card bill.

You may avoid this fee by selecting the "cancel" button below and selecting an e-Check (electronic check) payment. Similar to a debit card, e-check electronically debits your checking or savings account, without any additional fees.

- Paying amount: $3278.75
- Convenience fee (2.65%): $86.89
- Total Amount charged for this transaction: $3365.64

Click the **OK** button.
12. **Make a Payment**

**4. Confirm Payment**

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

<table>
<thead>
<tr>
<th>Payment Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Amount</td>
</tr>
<tr>
<td>Currency used</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Credit Card Type</th>
<th>Card Number</th>
<th>Card Expiration Month</th>
<th>Telephone</th>
<th>Email Address</th>
<th>Country</th>
<th>Address</th>
</tr>
</thead>
</table>

The **4. Confirm Payment** page displays. Review the information and make changes as needed.

13. Click the **SUBMIT** button.
5. Payment Result

The **5. Payment Result** page displays the status of the payment with **confirmation details**.

If the charge is not approved, then this message displays “Your credit card has been declined.”

**Note:** If the payment is declined, then you may try again or use a different accepted payment method by selecting the **MAKE ANOTHER PAYMENT** button.

**Note:** Students are allowed to use multiple payment methods to meet the total amount entered in **Step 5**.

If the charge is approved, this message displays “Your payment has been accepted. Save the information below for your reference.”

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**End of Procedure.**