


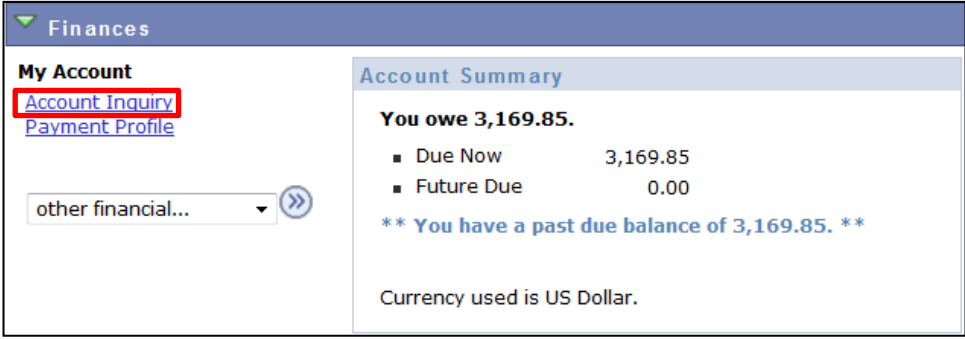
Make an On-Line Payment

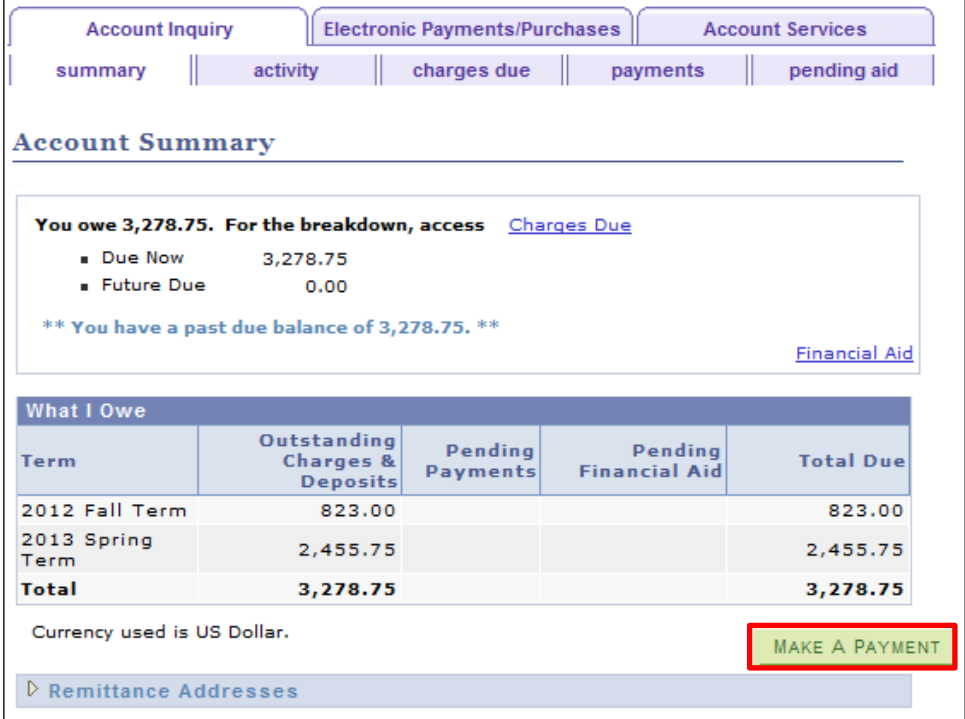
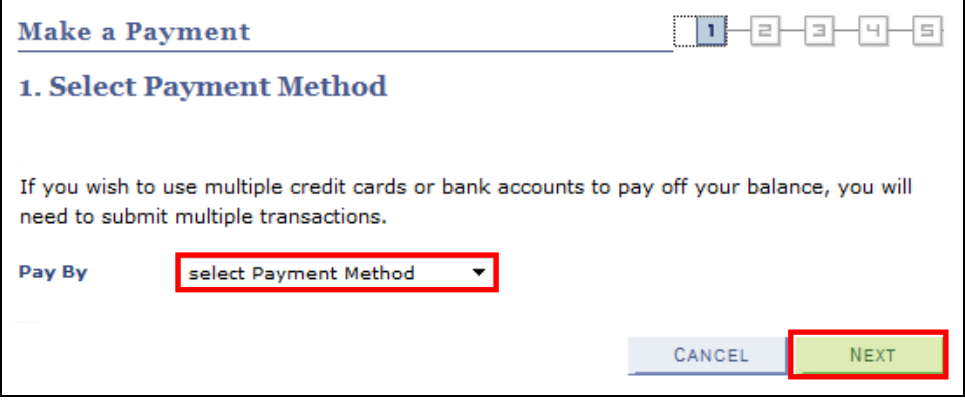
Students are able to make electronic payments toward their account. Students will be able to submit payment by eCheck or credit card using American Express, Visa, MasterCard or Discover Card.

Note: If a student pays a bill using a credit card, a non-refundable convenience fee of 2.65% will be charged to their account in addition to tuition and fees.

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


Note: Parts of images may be obscured for security reasons.

Step	Action
1.	Enter https://home.cunyfirst.cuny.edu in your browser's address bar: <ul style="list-style-type: none"> 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.	 <p>In the Finances section, click the Account Inquiry link.</p>

<p>4.</p>	 <p>On the Account Summary page, select the MAKE A PAYMENT button.</p>
<p>5.</p>	 <p>On the 1. Select Payment Method page, on the Pay By dropdown box, select either Credit Card or Electronic Check.</p>
<p>6.</p>	<p>Click the NEXT button.</p>

<p>7.</p>	<div style="border: 1px solid black; padding: 10px;"> <p style="text-align: right;">1 2 3 4 5</p> <p>Make a Payment</p> <p>2. Specify Payment Details</p> <p>You may specify your payment amount after providing your account information.</p> <div style="border: 1px solid #4a7ebb; background-color: #4a7ebb; color: white; padding: 2px;">Credit Card Details</div> <p style="color: #4a7ebb;">Enter the information requested exactly as it appears on your credit card.</p> <p>First Name <input type="text" value="First Name"/></p> <p>Last Name <input type="text" value="Last Name"/></p> <p>Credit Card Type <input type="text" value="Credit Card Type"/></p> <p>Card Number <input type="text" value="#####"/></p> <p>Expiration Date <input type="text" value="##"/> / <input type="text" value="####"/></p> <hr/> <p style="color: #4a7ebb;">The billing address you specify must match your credit card company's records.</p> <p>Phone <input type="text" value="(###) ###-####"/></p> <p>Email Address <input type="text" value="Email Address"/></p> <p>Country <input type="text" value="United States"/> Edit Address</p> <p>Address <input type="text" value="Address"/></p> <p style="text-align: right;"> <input type="button" value="CANCEL"/> <input type="button" value="PREVIOUS"/> <input style="border: 2px solid red;" type="button" value="NEXT"/> </p> </div> <p>On the 2. Specify Payment Details page, carefully enter required details as shown by your financial institution or provider.</p>
<p>8.</p>	<p>Click the NEXT button.</p>

9.



Make a Payment 1 2 3 4 5

3. 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	Outstanding Charges	Payment Amount
Queens College	3,278.75	3278.75

Currency used is US Dollar.

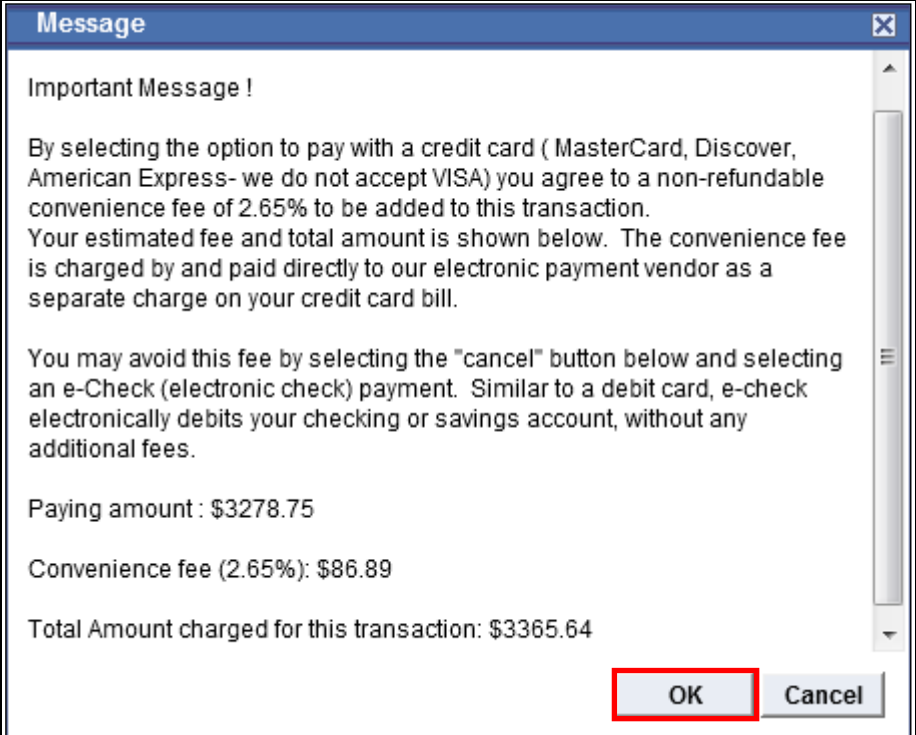
CANCEL PREVIOUS **NEXT**

My Charges

On the **3. Specify Payment Amount** page, enter the dollar and cents amount in the **Payment Amount** field.

10. Click the **NEXT** button.

11.



Message

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.

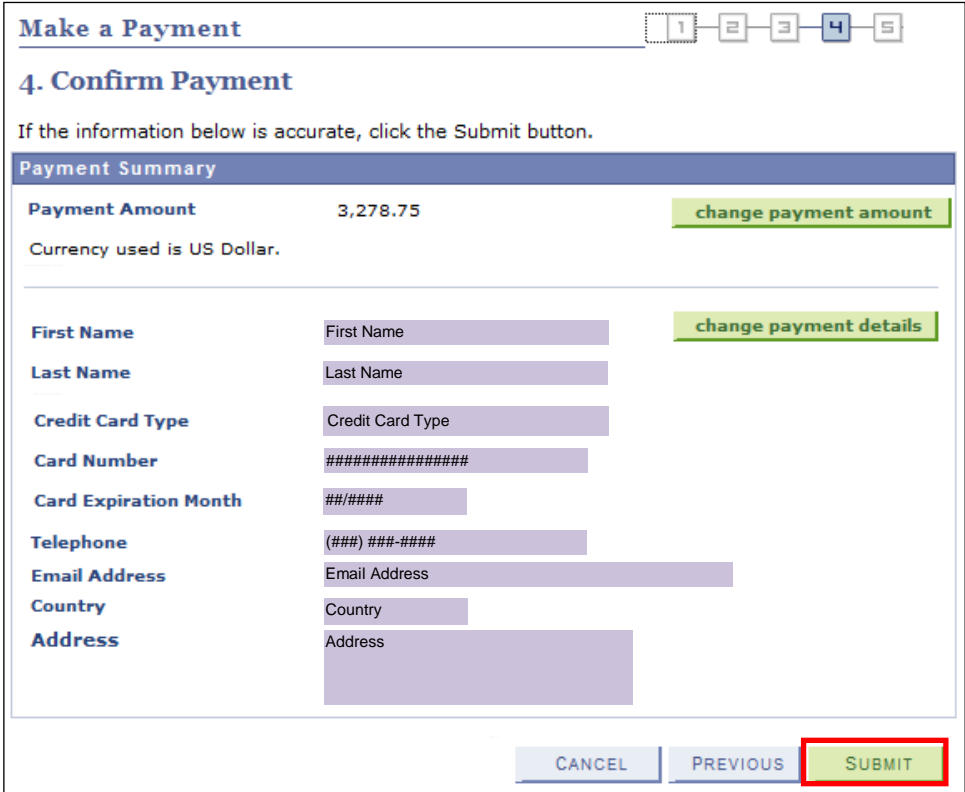
Paying amount : \$3278.75

Convenience fee (2.65%): \$86.89

Total Amount charged for this transaction: \$3365.64

OK Cancel

Click the **OK** button.

<p>12.</p>	 <p>The 4. Confirm Payment page displays. Review the information and make changes as needed.</p>
<p>13.</p>	<p>Click the SUBMIT button.</p>

14.

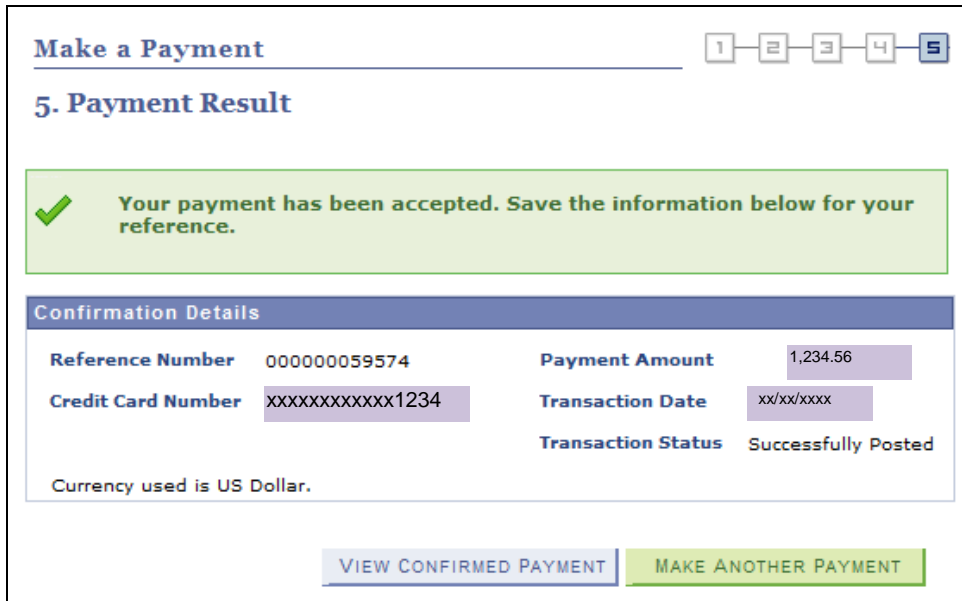


The **5. Payment Result** page displays the status of the payment with **confirmation details**.

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 this message displays “Your payment has been accepted. Save the information below for your reference.”

End of Procedure.