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.

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<th>Step</th>
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| 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. |

Note: Parts of images may be obscured for security reasons.
4. On the **Account Summary** page, select the **MAKE A PAYMENT** button.

![Account Summary](image)

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

![Make a Payment](image)

6. Click the **NEXT** button.
On the 2. Specify Payment Details page, carefully enter required details as shown by your financial institution or provider.

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

10. Click the NEXT button.

11. Click the OK button.

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

13. Click the **Submit** button.
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.”

**End of Procedure.**