Make an On-Line Payment

The Make a Payment self-service component enables students 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 and should contact the Bursars office if they encounter any difficulties with the online payment system.*

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</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. |
  
  **Username:** Cuny.Student99  
  **Password:** ********** |
| 2.   | From the *Enterprise Menu*, select the *HR/Campus Solutions* link. |
  
  **ENTERPRISE MENU**  
  - Self Service  
  - HR/Campus Solutions  
  - firstSolutions Knowledge Base |
| 3.   | Navigate to: *Self Service > Student Center*. |
| 4.   | In the *Finances* section, click the *Account Inquiry* link to see the details of the *Account Summary*. |
  
  **Account Summary**  
  - You owe 3,169.85.  
    - Due Now: 3,169.85  
    - Future Due: 0.00  
  **You have a past due balance of 3,169.85.**  
  Currency used is US Dollar. |
5. On the **Account Summary** page, select the **MAKE A PAYMENT** button.

6. The **1. Specify Payment Amount** page displays. Select the **pay charges** button to display all the dollar and cent amounts in the **Payment Amount** field.
7. This page displays. Select the **zero out amounts** button to delete the amounts from all of the **Payment Amount** fields.

![Make a Payment Table]

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.

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Due Date</th>
<th>Item Term</th>
<th>Outstanding Charges</th>
<th>Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Senate Fee</td>
<td>06/12/2012</td>
<td>2012 Fall Term</td>
<td>0.05</td>
<td>0.05</td>
</tr>
<tr>
<td>CUNY Consolidated Fee</td>
<td>06/12/2012</td>
<td>2012 Fall Term</td>
<td>15.00</td>
<td>15.00</td>
</tr>
<tr>
<td>CUNY Technology Fee</td>
<td>06/12/2012</td>
<td>2012 Fall Term</td>
<td>50.00</td>
<td>50.00</td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>06/12/2012</td>
<td>2012 Fall Term</td>
<td>53.15</td>
<td>53.15</td>
</tr>
<tr>
<td>Undergrad Degree Resident</td>
<td>06/12/2012</td>
<td>2012 Fall Term</td>
<td>2,530.00</td>
<td>2,530.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>2,640.00</strong></td>
<td><strong>2,640.00</strong></td>
</tr>
</tbody>
</table>

[Images and buttons: pay charges, zero out amounts, calculate grand total]
8. Dollar amounts may be deleted or changed in any of the Payment Amount fields. Select **calculate grand total** button to display the new total amount and then click the **NEXT** button.

9. Click the **Next** button.
10. On the 2. Select Payment Method page, on the Pay By dropdown box, select either Credit Card or Electronic Check.

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

13. Click the **Next** button.
14. On the 4. Confirm Payment page, review the entered details. If you see an error, then select either the change payment amount and change payment details button.

If all of the details are correct, then click the Submit button.
15. The 5. Payment Result page displays the status of the payment with **confirmation details**.
   - If the charge is approved, this message displays “Your payment has been accepted. Save the information below for your reference.”
   - 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. Students are allowed to use multiple payment methods to meet the total amount entered in Step 5.

End of Procedure.