
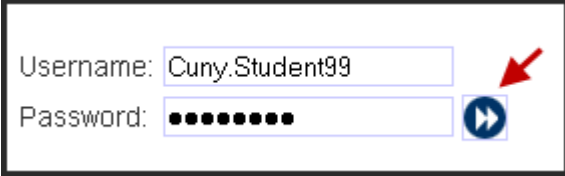




Make an On-Line Payment

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.*

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 . 	
2.	From the Enterprise Menu , select the HR/Campus Solutions link.	
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 ,	

5. On the **Account Summary** page, select the **MAKE A PAYMENT** button.

Account Summary

You owe **53.15**. For the breakdown, access [Charges Due](#)

- Due Now 0.00
- Future Due 53.15

What I Owe				
Term	Outstanding Charges & Deposits	Pending Payments	Pending Financial Aid	Total Due
2012 Fall Term	53.15			53.15
Total	53.15			53.15

Currency used is US Dollar. **MAKE A PAYMENT**

▶ Remittance Addresses

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.

Make a Payment 1 2 3 4 5

1. 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.

Item Description	Due Date	Item Term	Outstanding Charges	Payment Amount
Student Senate Fee	06/12/2012	2012 Fall Term	0.85	<input type="text"/>
CUNY Consolidated Fee	06/12/2012	2012 Fall Term	15.00	<input type="text"/>
CUNY Technology Fee	06/12/2012	2012 Fall Term	50.00	<input type="text"/>
Student Activity Fee	06/12/2012	2012 Fall Term	53.15	<input type="text"/>
Undergrad Degree Resident	06/12/2012	2012 Fall Term	2,530.00	<input type="text"/>
			0.00	<input type="text"/>
Total			2,649.00	

pay charges
zero out amounts
calculate grand total

Currency used is US Dollar. **CANCEL** **NEXT**

7. This page displays. Select the **zero out amounts** button to delete the amounts from all of the **Payment Amount** fields.

Make a Payment



1. 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.

Item Description	Due Date	Item Term	Outstanding Charges	Payment Amount
Student Senate Fee	06/12/2012	2012 Fall Term	0.85	<input type="text" value="0.85"/>
CUNY Consolidated Fee	06/12/2012	2012 Fall Term	15.00	<input type="text" value="15.00"/>
CUNY Technology Fee	06/12/2012	2012 Fall Term	50.00	<input type="text" value="50.00"/>
Student Activity Fee	06/12/2012	2012 Fall Term	53.15	<input type="text" value="53.15"/>
Undergrad Degree Resident	06/12/2012	2012 Fall Term	2,530.00	<input type="text" value="2,530.00"/>
			0.00	<input type="text" value=""/>
Total			2,649.00	2,649.00

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.

Make a Payment 1 2 3 4 5

1. 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.

Item Description	Due Date	Item Term	Outstanding Charges	Payment Amount
Student Senate Fee	06/12/2012	2012 Fall Term	0.85	<input type="text" value="0.85"/>
CUNY Consolidated Fee	06/12/2012	2012 Fall Term	15.00	<input type="text" value="15.00"/>
CUNY Technology Fee	06/12/2012	2012 Fall Term	50.00	<input type="text" value="50.00"/>
Student Activity Fee	06/12/2012	2012 Fall Term	53.15	<input type="text"/>
Undergrad Degree Resident	06/12/2012	2012 Fall Term	2,530.00	<input type="text" value="2,530.00"/>
			0.00	<input type="text"/>
Total			2,649.00	2,649.00

Currency used is US Dollar.

9. Click the **Next** button.

<p>10.</p>	<p>On the 2. Select Payment Method page, on the Pay By dropdown box, select either Credit Card or Electronic Check.</p>	
<p>11.</p>	<p>Click the Next button.</p>	

12. On the **3. Specify Payment Details** page, carefully enter required details as shown by your financial institution or provider.

Make a Payment 1 2 3 4 5

3. Specify Payment Details

You may specify your payment amount after providing your account information.

Credit Card Details

Enter the information requested exactly as it appears on your credit card.

First Name

Last Name

Credit Card Type

Card Number

Expiration Date /

The billing address you specify must match your credit card company's records.

Phone

Email Address

Country [Edit Address](#)

Address

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.

1 2 3 **4** 5

Make a Payment

4. Confirm Payment

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

Payment Summary

Payment Amount	2,595.85	change payment amount
Currency used is US Dollar.		

First Name	First Name	change payment details
Last Name	Last Name	
Credit Card Type	Credit Card Type	
Card Number	#####	
Card Expiration Month	## / ####	
Telephone	(###) ### -####	
Email Address	Email Address	
Country	United States	
Address	Address	

CANCEL
PREVIOUS
SUBMIT

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

- If the charge is approved, this 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.

Make a Payment 1 2 3 4 **5**

5. Payment Result

Your payment has been accepted. Save the information below for your reference.

Confirmation Details

Reference Number	000000059574	Payment Amount	2,595.85
Credit Card Number	XXXXXXXXXXXX1181	Transaction Date	04/25/2012
		Transaction Status	Successfully Posted

Currency used is US Dollar.

VIEW CONFIRMED PAYMENT
MAKE ANOTHER PAYMENT

Make a Payment 1 2 3 4 **5**

5. Payment Result

Your credit card has been declined.

RESUBMIT PAYMENT
MAKE ANOTHER PAYMENT

End of Procedure.