
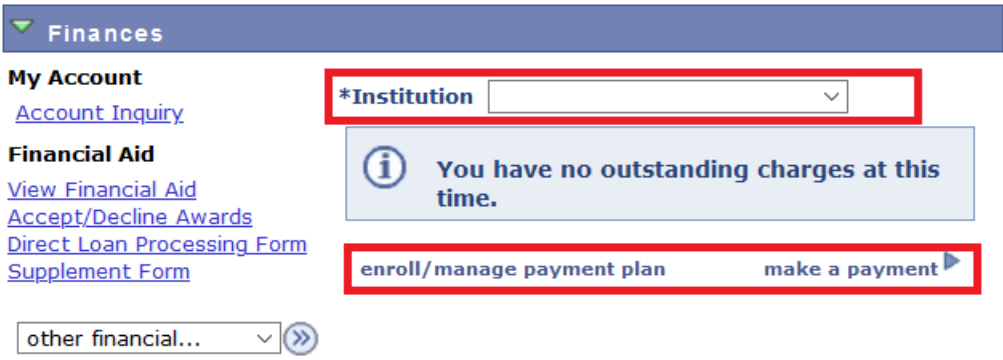
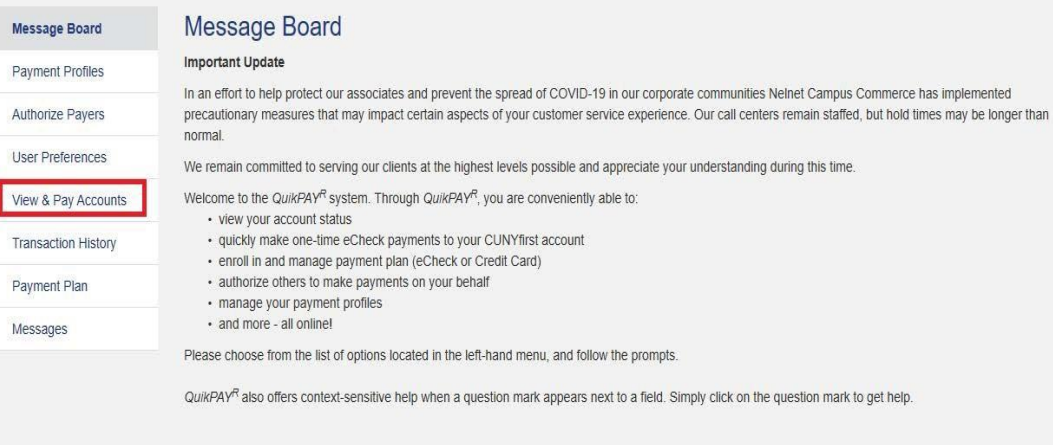


# Make an Online Payment

Students can submit one-time payments online using an eCheck (no fee) or American Express, Visa, MasterCard or Discover (2.65% service fee).

**Note: Students should contact Bursar’s 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 <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> in your browser’s address bar: <ul style="list-style-type: none"> <li>• Enter your Username and Password and click the  <b>Go</b> icon.</li> <li>• From the <b>Enterprise Menu</b>, select the <b>HR/Campus Solutions</b> link.</li> </ul>
2.	Navigate to: <b><u>Self Service &gt; Student Center</u></b>
3.	 <p>In the <b>Finances</b> section, select your <b>Institution</b>, then click the <b>Enroll/Manage Payment Plan</b> link. <b>Note:</b> You will be redirected to the <b>Nelnet</b> webpage to continue with payment creation. Be sure to enable browser pop-ups.</p>
4.	 <p>On the side menu, select the <b>View &amp; Pay Accounts</b> button.</p>

5. **View & Pay Accounts**

Learn How to Make a Gateway eCheck Payment.  
**WARNING - Your request is being processed and may take up to 1 minute. Do NOT click the NEXT button again, as this may result in your payment being processed more than once.**

**Make a Payment**

<p><b>View Account Details</b></p> <p>Current Activity</p> <p>Amount Due: \$0.00</p> <p>Latest Statement</p> <p>No current statement available.</p>	<p><b>View Account Details</b></p> <p>Current Activity</p> <p>Amount Due: \$0.00</p> <p>Latest Statement</p> <p>Statement Billing Date: October 04, 2017</p>
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Click **View Account Details** for details about a total owed at any previously or currently attended college. Click **Make a Payment** to continue with payment.

6. Click the **NEXT** button.

7. What would you like to pay?

ACCOUNT	PAYMENT AMOUNT
<input checked="" type="checkbox"/> CUNY School of Professional Studies	\$ 0
<input checked="" type="checkbox"/> Hunter College	\$ 0
<input checked="" type="checkbox"/> Queens College	\$ 0

TOTAL PAYMENT AMOUNT : \$0.00

Pay Using :

Select Payment Method  
 eCheck  
 Credit Card  
 or use a stored profile

Next

Fill in the **Payment Amount** field with the amount you wish to pay. Select the **Payment Method** drop down menu and choose a preferred payment method.

8. Click the **NEXT** button.

9. Based on the method chosen, fill out all the respective information and read all the given terms and conditions prior to confirming payment. You may repeat this procedure for multiple payments to meet the total amount owed.

**Note:** If the payment is **declined**, then you may try again or use a different accepted payment method. If the charge is **approved**, then a confirmation page is made available for viewing and printing.

10. **End of Procedure.**