Quick Reference Guide: Make an Online Payment

Online payments are quick, easy, and secure!

1. Enter https://home.cunyfirst.cuny.edu in your browser's address bar:
   - Enter your Username and Password and click login

2. Click Student Center

3. Click Financial Account

4. Select Make a Payment or Payment Plan

5. To make a one-time payment = View and Pay Accounts (GO TO SECTION 5-A)
   To enroll in a payment plan = Payment Plan (GO TO SECTION 5-B)

* A 2.75%, non-refundable service fee applied to each credit/debit transaction *
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5-A. View and Pay Accounts

View & Pay Accounts

What would you like to pay?

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>PAYMENT AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of Labor and Urban Studies</td>
<td>$ 1,000</td>
</tr>
<tr>
<td>CUNY College A</td>
<td>$</td>
</tr>
<tr>
<td>CUNY College B</td>
<td>$</td>
</tr>
</tbody>
</table>

Shows the due balance, but you can key in a custom amount

TOTAL PAYMENT AMOUNT

Pay Using:
- Select Payment Method
- eCheck
- Credit Card

Based on the method chosen, fill out all the respective information and read all 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.

End of 5-A Procedure

Continue to Payment Plan procedure ...
5-B. Payment Plan

- You may only enroll in one payment plan per semester; plans are available for a limited time
- A one-time, non-refundable sign-up fee ($40) is added to your first installment payment
- The first payment is due upon enrollment
- Payment is automatically debited from your bank account or credit card on the 5th of each month (or the next business day)
- After the 7th day of the semester, payment plan amounts will be adjusted to consider tuition increases/decreases and financial aid awards.
- There is a $30 fee per each returned payment
- A 2.75% service fee per each installment is added to each installment for credit/debit card plans only

Select from the Available Payment Plans, and then click Sign Up for New Payment Plan.

Continue to the Budget Worksheet procedure...
Create your **Budget Worksheet. Click Continue.**

**Charges**

- **Tuition & Fees**
- **Balances from Prior Terms**

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**Credits**

- **TAP** $0.00
- **Scholarships** $0.00
- **Pell** $0.00
- **SEOG** $0.00
- **Third-Party Contracts** $0.00
- **Direct Loans** $0.00
- **Grants** $0.00
- **Perkins Loans** $0.00

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Payment plans synchronize with CUNYfirst! Only enter amounts in this section if they appear on your Student Account Statement (e-bill). Inaccurate figures in this section will cause remaining plan payments to be inconsistent.

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Do NOT assume account holds will be released for payment plans created on a past-due balance. Inquire with bursar@slu.cuny.edu

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Read through **Schedule Preferences**, create your **Security Question**, and enter your **Payment Method** to complete the setup and finalize your plan.

**End of 5-B Procedure**