



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**

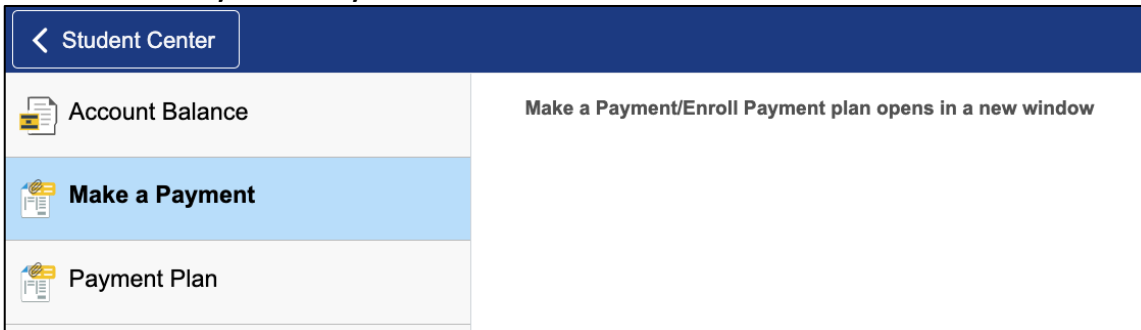
2. Click **Student Center**



3. Click **Financial Account**

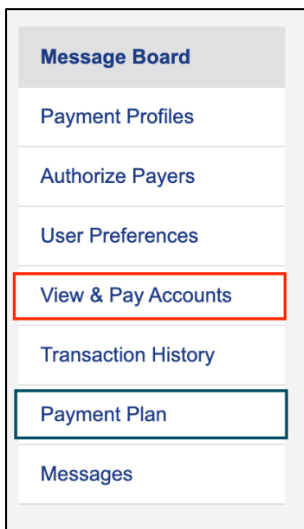


4. Select **Make a Payment** or **Payment Plan**



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 *



5-A. View and Pay Accounts

- Message Board
- Payment Profiles
- Authorize Payers
- User Preferences
- View & Pay Accounts

View & Pay Accounts

Make a Payment

What would you like to pay?

ACCOUNT	PAYMENT AMOUNT
<input checked="" type="checkbox"/> School of Labor and Urban Studies	\$ 1,000
<input checked="" type="checkbox"/> CUNY College A	\$
<input checked="" type="checkbox"/> CUNY College B	\$

TOTAL PAYMENT AMOUNT

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

Pay Using :

Select Payment Method
 eCheck
 Credit Card

Select your preferred payment method.

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**.

The screenshot shows a web interface for 'Payment Plans'. On the left is a navigation menu with items: Message Board, Payment Profiles, Authorize Payers, User Preferences, View & Pay Accounts, Transaction History, **Payment Plan** (highlighted with a red box), and Messages. The main content area is titled 'Payment Plans' and contains the following text:

Nelnet Campus Commerce may be able to provide you with the opportunity to budget your payments over time.

Advantages

- Low, one-time enrollment fee for each Payment Plan
- Budget payments into smaller, monthly installments
- Automatically deduct your payment from the account you designate during the enrollment process.

Available Payment Plans
To enroll in a new payment plan, select a Payment Plan from the options below and click the "Sign Up for New Payment Plan" button.

Active Payment Plans
To view the detail of an active plan and to change the payment method for your plan, click the "Agreement ID" link for that particular plan.

A **Credit/Debit Card** payment is charged to the Credit/Debit Card you select; you will be able to change the Credit/Debit Card to which future payments are charged. A 2.65% nonrefundable Service Fee will be assessed for the use of a credit/debit card. An **eCheck** (electronic check) payment is withdrawn from the checking or savings bank account that you select; you will be able to change the bank account from which future payments are withdrawn.

Payment Plans will include **current** and **prior** Terms. This means if you have an unpaid charge for a Prior Term, you should include that amount when you enroll in the Payment Plan.

At the bottom, there is a section titled 'Available Payment Plans' with a radio button and a button labeled 'Sign Up for New Payment Plan' (both highlighted with a red box).

Continue to the Budget Worksheet procedure...



Create your **Budget Worksheet**. Click **Continue**.

Charges		Credits	
Tuition & Fees	Enter total tuition here	TAP	\$0.00
Balances from Prior Terms		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
Payment Plan Balance			

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

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!

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