**Quick Reference Guide: Setup a Semester Payment Plan Online**

The Semester Payment Plan is convenient, budget friendly, and easy!

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 **login**

2. Click **Student Center**

3. Click **Financial Account**

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

   ![Student Center](image)

   Account Balance
   - **Make a Payment**
   - **Payment Plan**

5. **To create a payment plan = Payment Plan**

   ![Message Board](image)

   - **Payment Profiles**
   - **Authorize Payers**
   - **User Preferences**
   - **View & Pay Accounts**
   - **Transaction History**
   - **Payment Plan**
   - **Messages**

   * A 2.65%, non-refundable service fee applied to each credit/debit transaction *

6. **Setting up Your Payment Plan**
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- Semester payment plans are for the **CURRENT TERM** only! Do NOT enroll a prior term balance without approval from the Bursar’s Office. Contact Bursar@slu.cuny.edu
- 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 2.65% 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**.

![Payment Plans](image)

**Continue to the Budget Worksheet procedure...**

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

**End of Procedure**