

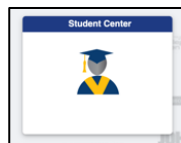


Quick Reference Guide: Make an Online Payment

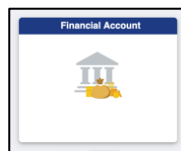
Online payments are quick, easy, and secure!

1. Type <https://home.cunyfirst.cuny.edu> in your browser's address bar then,
Enter your Username and Password and click **login**

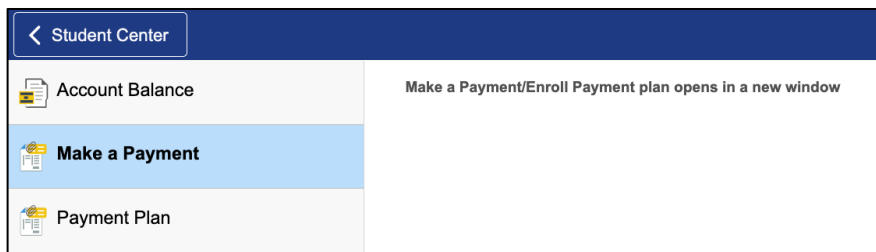
2. Click
Student Center



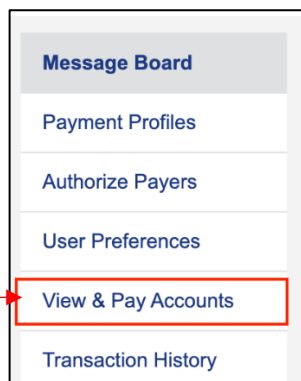
3. Click
Financial Account



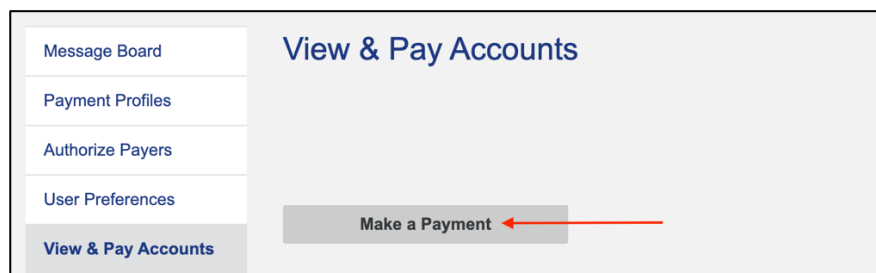
4. Select
Make a Payment



5. To make a
one-time payment,
click
View and Pay Accounts



6. **View and Pay Accounts**





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What would you like to pay?

ACCOUNT	PAYMENT AMOUNT
☒ School of Labor and Urban Studies	\$ 1,000
☒ CUNY College A	\$
☒ CUNY College B	\$

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

TOTAL PAYMENT AMOUNT

Pay Using :

- ☒ Select Payment Method
- ☐ eCheck
- ☐ Credit Card

Select your preferred payment method.

Next

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.

If a payment is declined upon submission, you may retry the transaction or select an alternative accepted payment method. If the payment is approved, a confirmation page will be available for viewing and printing.

Debit and Credit Cards: 2.65% non-refundable service fee applied to each transaction.

Payments are processed by entering your card number, security code, and expiration date as shown on your physical card.

Electronic Check (eCheck): No fee.

Payments must be made using your bank account and routing number, which can be obtained from your financial institution. If you have a checkbook, this information is located at the bottom of your check. When selecting eCheck, **do not** enter the debit card number associated with your checking account. This is not your bank account number and is only used to process debit card transactions.



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Please carefully verify your account information to ensure successful processing. You are responsible for any returned or rejected payments, including any applicable fees, regardless of the reason.

End of Procedure