


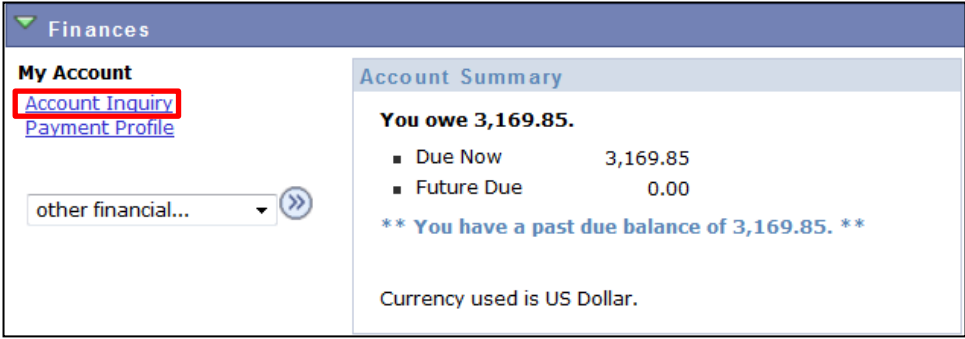
## Make an On-Line Payment

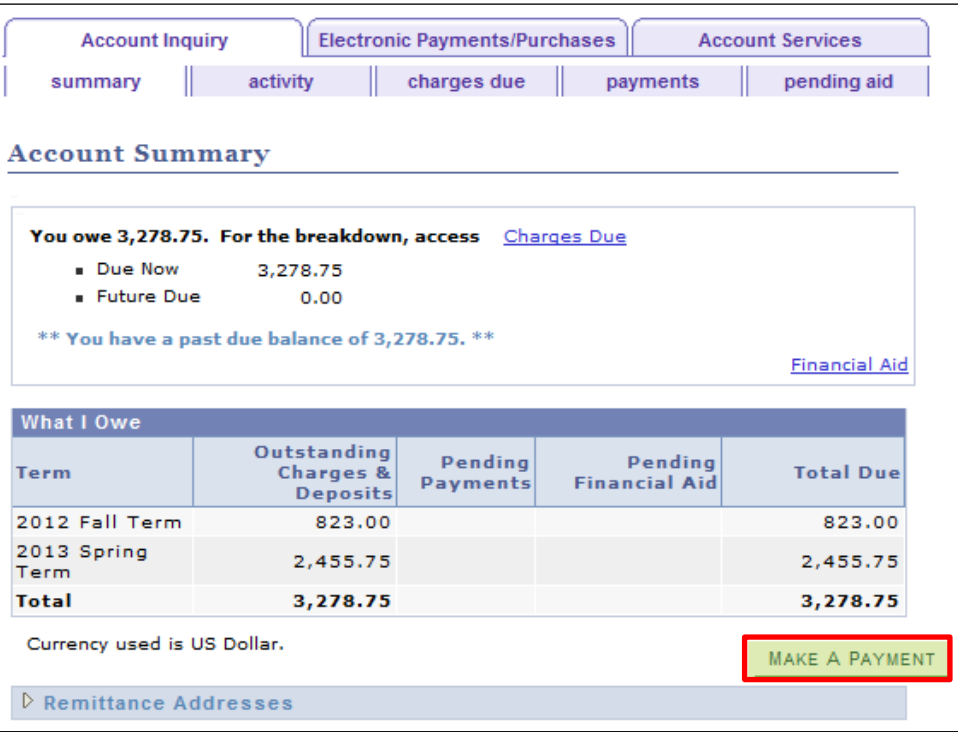
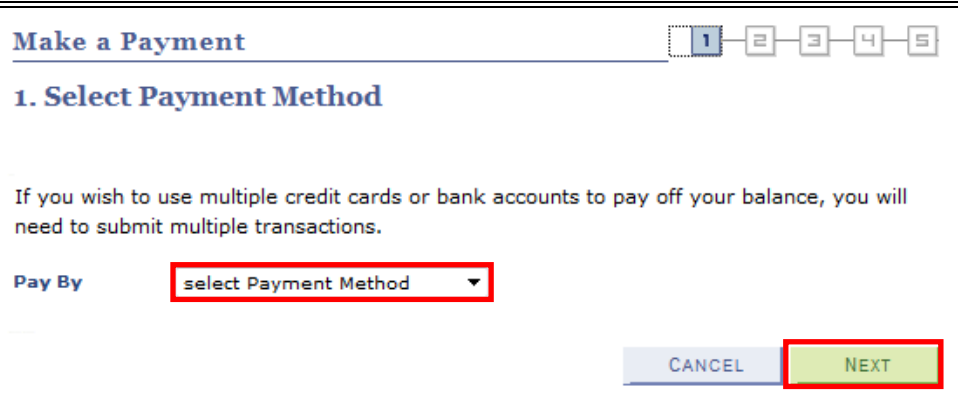

Students are able to make electronic payments toward their account. Students will be able to submit payment by eCheck or credit card using American Express, Visa, MasterCard or Discover Card.

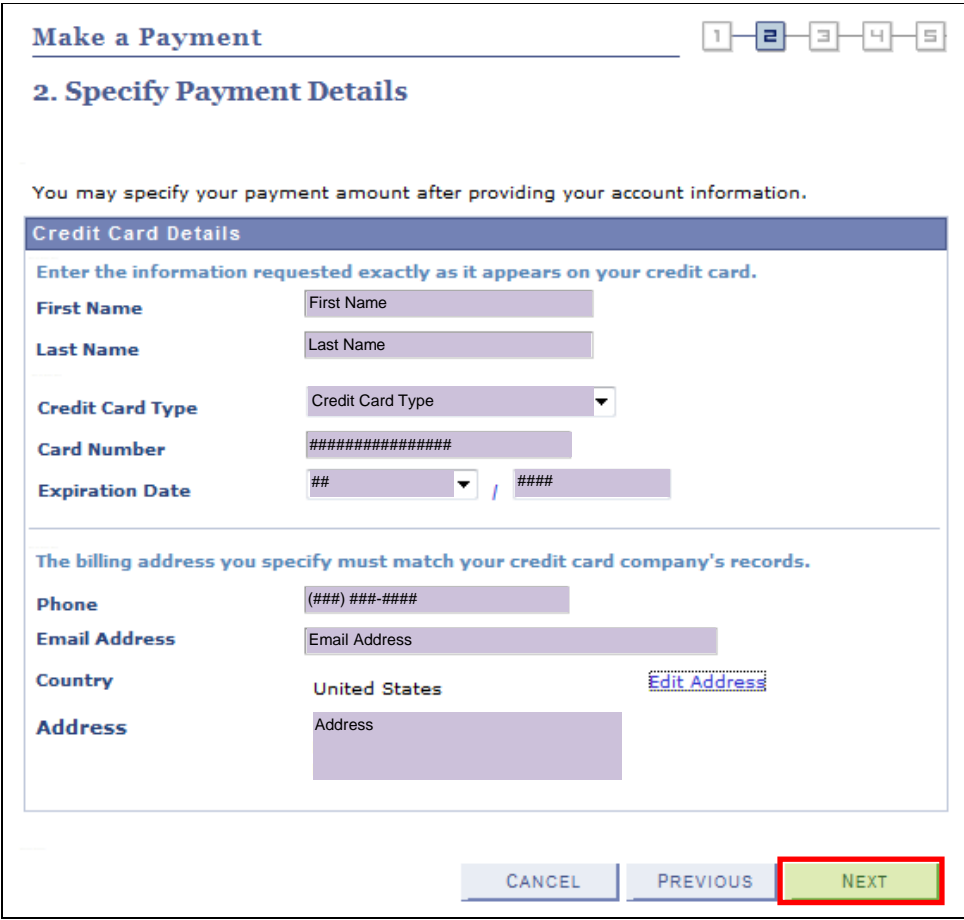
**Note: If a student pays a bill using a credit card, a non-refundable convenience fee of 2.65% will be charged to their account in addition to tuition and fees.**

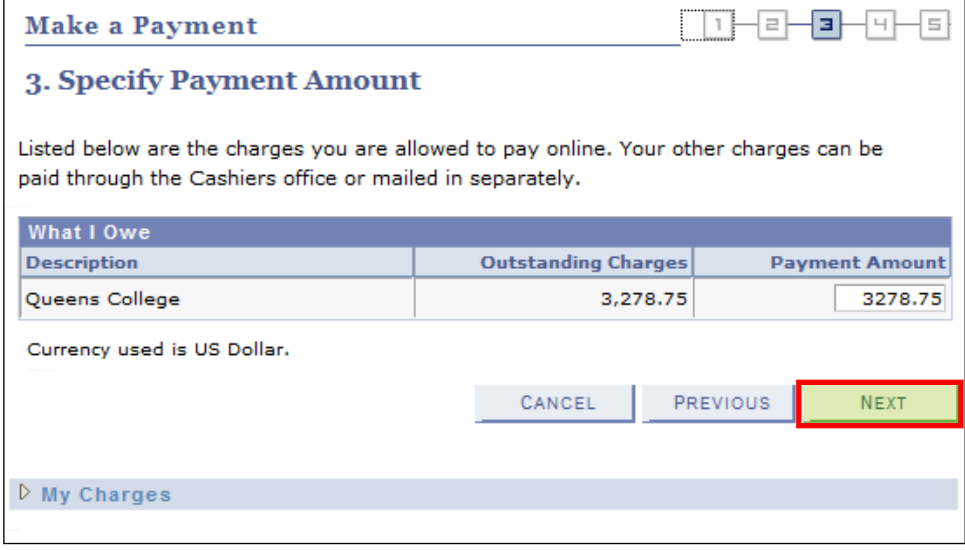
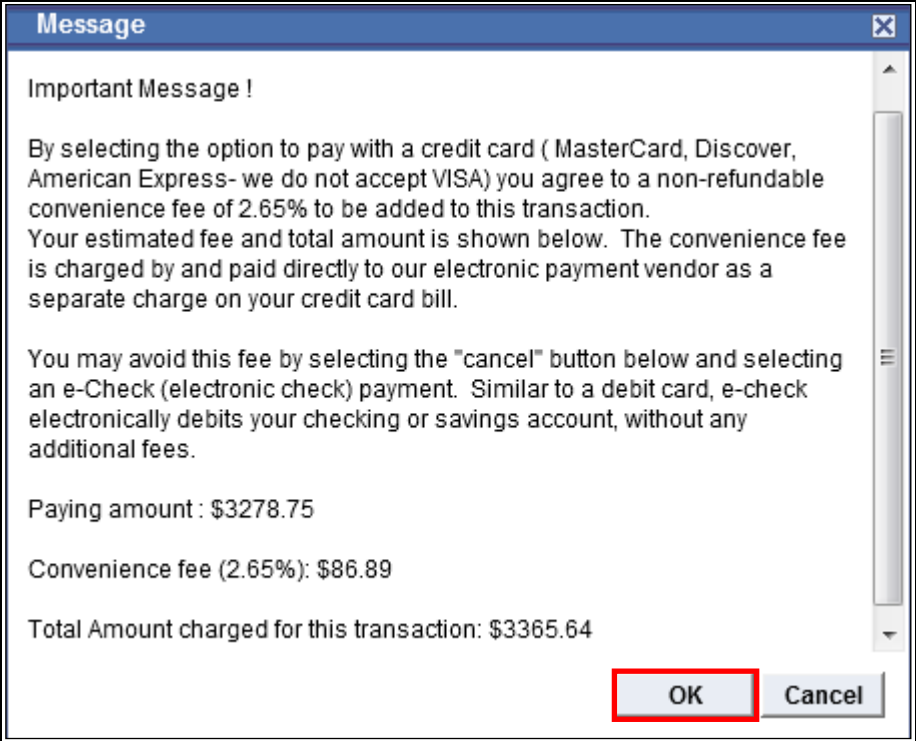
**Note: Students should contact the Bursars office if they encounter any difficulties with the online payment system.**

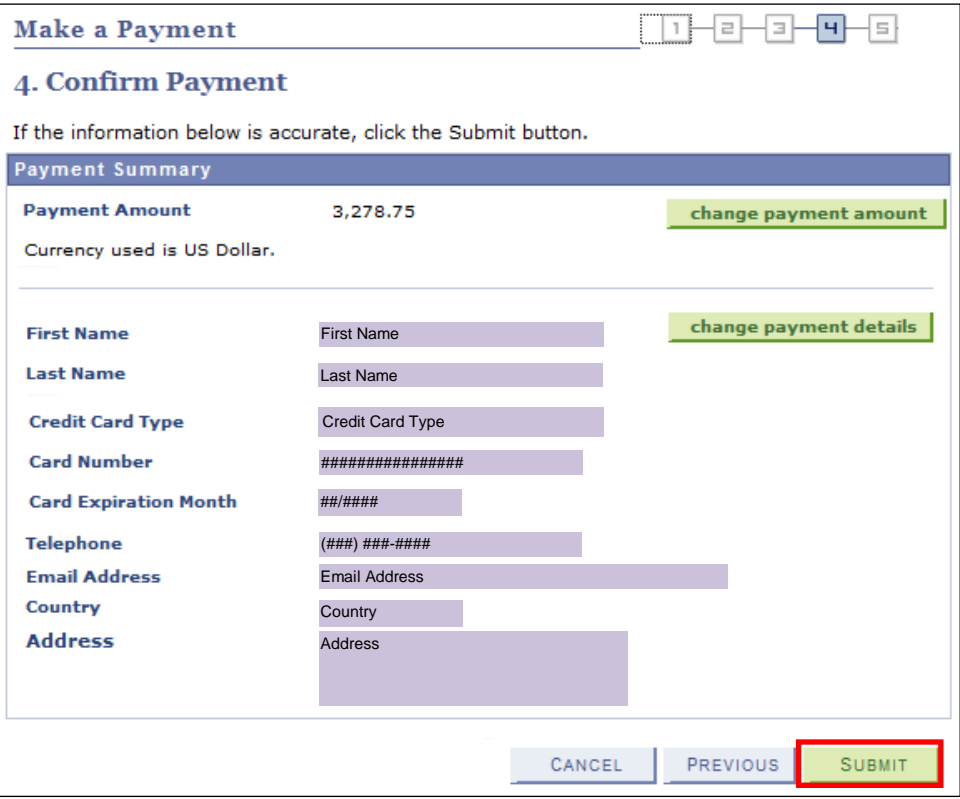
Note: Parts of images may be obscured for security reasons.

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.	<div data-bbox="397 829 1356 1165" style="border: 1px solid black; padding: 5px;">  <p>The screenshot shows the 'Finances' section of the Student Center. Under 'My Account', the 'Account Inquiry' link is highlighted with a red box. Below it is a 'Payment Profile' link and a dropdown menu with 'other financial...' and a right-pointing arrow icon. To the right, the 'Account Summary' section displays 'You owe 3,169.85.' with a breakdown: 'Due Now 3,169.85' and 'Future Due 0.00'. A note states '** You have a past due balance of 3,169.85. **' and 'Currency used is US Dollar.'</p> </div> <p>In the <b>Finances</b> section, click the <b>Account Inquiry</b> link.</p>

<p>4.</p>	 <p>On the <b>Account Summary</b> page, select the <b>MAKE A PAYMENT</b> button.</p>
<p>5.</p>	 <p>On the <b>1. Select Payment Method</b> page, on the <b>Pay By</b>  dropdown box, select either Credit Card or Electronic Check.</p>
<p>6.</p>	<p>Click the <b>NEXT</b> button.</p>

<p>7.</p>	 <p><b>Make a Payment</b> <span style="float: right;">1 2 3 4 5</span></p> <p><b>2. Specify Payment Details</b></p> <p>You may specify your payment amount after providing your account information.</p> <p><b>Credit Card Details</b></p> <p>Enter the information requested exactly as it appears on your credit card.</p> <p><b>First Name</b> <input type="text" value="First Name"/></p> <p><b>Last Name</b> <input type="text" value="Last Name"/></p> <p><b>Credit Card Type</b> <input type="text" value="Credit Card Type"/></p> <p><b>Card Number</b> <input type="text" value="#####"/></p> <p><b>Expiration Date</b> <input type="text" value="##"/> / <input type="text" value="####"/></p> <hr/> <p>The billing address you specify must match your credit card company's records.</p> <p><b>Phone</b> <input type="text" value="(###) ###-####"/></p> <p><b>Email Address</b> <input type="text" value="Email Address"/></p> <p><b>Country</b> <input type="text" value="United States"/> <a href="#">Edit Address</a></p> <p><b>Address</b> <input type="text" value="Address"/></p> <p style="text-align: right;"> <input type="button" value="CANCEL"/> <input type="button" value="PREVIOUS"/> <input style="border: 2px solid red;" type="button" value="NEXT"/> </p>
<p>8.</p>	<p>Click the <b>NEXT</b> button.</p>

<p>9.</p>	 <p><b>Make a Payment</b> <span style="float: right;">1 2 3 4 5</span></p> <p><b>3. Specify Payment Amount</b></p> <p>Listed below are the charges you are allowed to pay online. Your other charges can be paid through the Cashiers office or mailed in separately.</p> <table border="1"> <thead> <tr> <th colspan="3">What I Owe</th> </tr> <tr> <th>Description</th> <th>Outstanding Charges</th> <th>Payment Amount</th> </tr> </thead> <tbody> <tr> <td>Queens College</td> <td>3,278.75</td> <td>3278.75</td> </tr> </tbody> </table> <p>Currency used is US Dollar.</p> <p style="text-align: right;"> <input type="button" value="CANCEL"/> <input type="button" value="PREVIOUS"/> <input style="border: 2px solid red;" type="button" value="NEXT"/> </p> <p>▶ My Charges</p> <p>On the <b>3. Specify Payment Amount</b> page, enter the dollar and cents amount in the <b>Payment Amount</b> field.</p>	What I Owe			Description	Outstanding Charges	Payment Amount	Queens College	3,278.75	3278.75
What I Owe										
Description	Outstanding Charges	Payment Amount								
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<p>10.</p>	<p>Click the <b>NEXT</b> button.</p>									
<p>11.</p>	 <p><b>Message</b> [X]</p> <p>Important Message !</p> <p>By selecting the option to pay with a credit card ( MasterCard, Discover, American Express- we do not accept VISA) you agree to a non-refundable convenience fee of 2.65% to be added to this transaction. Your estimated fee and total amount is shown below. The convenience fee is charged by and paid directly to our electronic payment vendor as a separate charge on your credit card bill.</p> <p>You may avoid this fee by selecting the "cancel" button below and selecting an e-Check (electronic check) payment. Similar to a debit card, e-check electronically debits your checking or savings account, without any additional fees.</p> <p>Paying amount : \$3278.75</p> <p>Convenience fee (2.65%): \$86.89</p> <p>Total Amount charged for this transaction: \$3365.64</p> <p style="text-align: right;"> <input style="border: 2px solid red;" type="button" value="OK"/> <input type="button" value="Cancel"/> </p> <p>Click the <b>OK</b> button.</p>									

<p>12.</p>	 <p>The <b>4. Confirm Payment</b> page displays. Review the information and make changes as needed.</p>
<p>13.</p>	<p>Click the <b>SUBMIT</b> button.</p>

14.

The **5. Payment Result** page displays the status of the payment with **confirmation details**.

If the charge is not approved, then this message displays “Your credit card has been declined.”

**Note:** *If the payment is declined, then you may try again or use a different accepted payment method by selecting the **MAKE ANOTHER PAYMENT** button.*

**Note:** *Students are allowed to use multiple payment methods to meet the total amount entered in Step 5.*

Confirmation Details			
Reference Number	000000059574	Payment Amount	1,234.56
Credit Card Number	xxxxxxxxxxx1234	Transaction Date	xx/xx/xxxx
		Transaction Status	Successfully Posted

Currency used is US Dollar.

If the charge is approved, this this message displays “Your payment has been accepted. Save the information below for your reference.”

**End of Procedure.**