How to Make a One-time Payment

1. Log into your CUNYfirst account and click on Student Center.

2. From the Student Center, click on Financial Account.

3. You will be taken to the Account Balance page, where you will see ‘What I Owe’ with a breakdown of the balance you owe by Term. Click on the box labeled ‘Make a Payment’.

*Account Balance*

<table>
<thead>
<tr>
<th>Term</th>
<th>Charges &amp; Deposits</th>
<th>Pending Financial Aid</th>
<th>Total Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>2022 Spring Term</td>
<td>239.60</td>
<td>0.00</td>
<td>239.60</td>
</tr>
<tr>
<td>Total</td>
<td>239.60</td>
<td>0.00</td>
<td>239.60</td>
</tr>
</tbody>
</table>

Currency used is US Dollar

Office of the Bursar, Wille Administration Bldg., Rm 103, 160 Convent Avenue, New York, NY 10031, Tel. # 212-650-8700
4. Ensure the pop-up blocker on your computer or laptop is off as a new window will open.

5. Click on ‘View & Pay Accounts’.
6. Click on the grey box labeled ‘Make a Payment’.
7. Make sure City College of New York is the only college checked with the green checkmark. Scroll down to ‘Pay Using’ to utilize an E-Check (checking or savings account) or Credit Card to make your payment. Please note there is a 2.65% merchant fee for paying with Credit/Debit cards. Pay with e-check at no additional cost.

8. Enter your E-check or Credit Check information as requested.
9. You may choose to save the payment profile you just created to enable quicker payments in the future.

10. Ensure the information you have entered is correct.

**Is This ECheck Information Correct?**

Please confirm that your eCheck information is entered correctly.

- To submit a payment, please click "Confirm" button.
- To make changes, please click "Edit" button.
- To cancel a payment, please click "Cancel" button.
11. Click Confirm.