

How to Make a One-time Payment

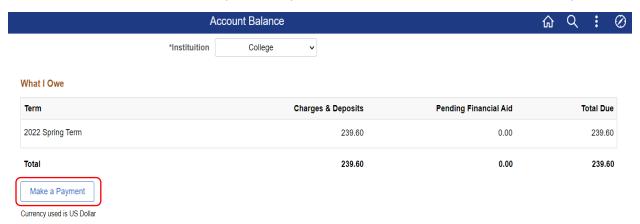
1. Log into your CUNYfirst account and click on Student Center.



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



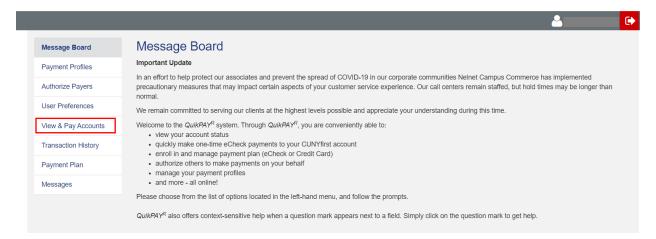
3. You will be taken to the Account Balance page, where you will see 'What I Owe' with a breakdown of the balance you owe by Term. Click on the box labeled 'Make a Payment'.





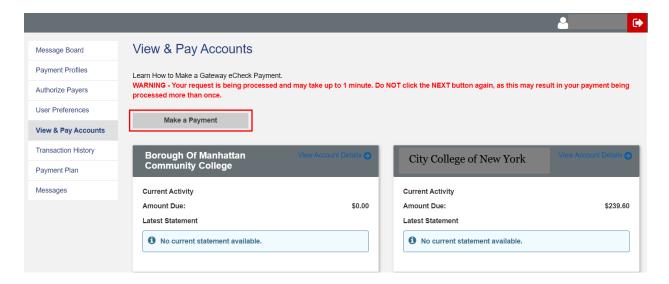
4. Ensure the pop-up blocker on your computer or laptop is off as a new window will open.





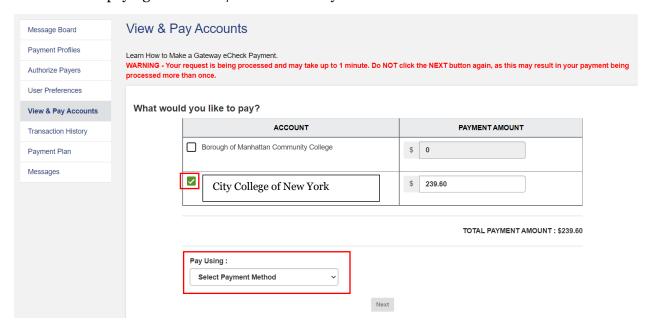
5. Click on 'View & Pay Accounts'.



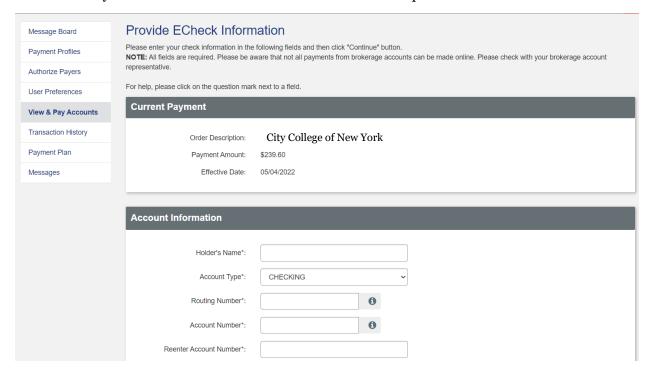




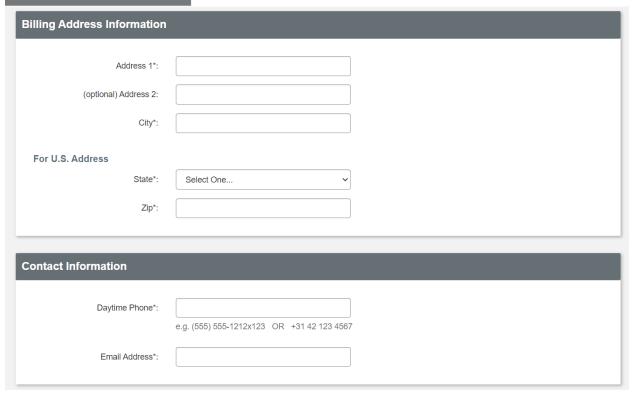
- 6. Click on the grey box labeled 'Make a Payment'.
- 7. Make sure City College of New York is the only college checked with the green checkmark. Scroll down to 'Pay Using' to utilize an E-Check (checking or savings account) or Credit Card to make your payment. Please note there is a 2.65% merchant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



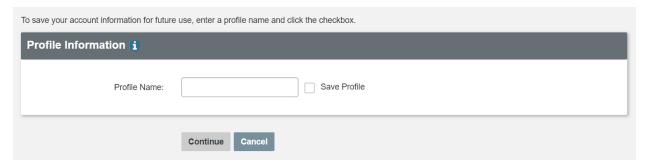
8. Enter your E-check or Credit Check information as requested.







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.

Contact Information
Daytime Phone:
Email Address:
I hereby authorize the Merchant, or its Agent, to initiate a debit entry to the account indicated above at the depository financial institution named above and to debit the same to such account. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. Law.
NOTE: Once you submit the above payment, it will be processed on the date indicated. Should you decide to cancel the payment once submitted, you are responsible for contacting your financial institution to request a Stop Payment Order. Please be aware that the Stop Payment Order must reach your financial institution prior to your account having been debited.
Non-Sufficient Funds Statement: Should any check be returned from the bank due to insufficient funds, the face value of the check and a NSF fee will be charged to your account.
Confirm Edit Cancel