How To
Navigate the Finance Section in CUNYfirst

1. Finances

CUNYfirst has now made it possible for students to be able to pay their bill online, rather than waiting on the long lines at the Bursar’s Office.

Payments can be made using:

- MasterCard
- Discover
- American Express
- e-Check

**Note:** There will be a 2.65% fee charged to your total amount when making a payment online with a credit card.

The Finances section also provides a dropdown box labeled “other financial” and allows students access to other options.

Students can check their:

- Account Activity (any payments they’ve made)
- Charges Due (what they still owe the school)
- Payments (this holds the payment history)
- Pending Financial Aid
2. Account Activity

In the Finance section of Student Center, select the other financial dropdown and choose Account Activity before clicking on the double arrows.

You’ll be brought to the Account Activity page, where you will see:
- how your bill is broken up
- what payments you have already made
- any refunds you may receive
3. Charges Due

From the tabs, on top of the screen, select “charges due”.

The Charges Due page will allow you to view:

- the due date for your tuition
- how much is due
- a running total of your overall balance.
4. Payments

From the tabs, on top of the screen, select “payments”.

The Payment History page will show any amount paid towards your tuition. This includes any scholarships, financial aid, and loans.

5. Pending Aid/Financial Aid

From the tabs, on top of the screen, select “pending aid”.

The Pending Financial Aid page will show any scholarship, loans, and anticipated financial aid you will receive to pay for your tuition.
6. Summary

From the tabs, on top of the screen, select “summary”.

The Account Summary page will show, by term, any outstanding charges, pending payments, whether through e-check or credit card, any pending financial aid, and any total due.

7. Paying Tuition by e-Check

On the Account Summary page, select the green “Make a Payment” button. You will be brought to the Specify Payment Amount screen. Enter the amount you would like to pay in the Payment Amount box. Select Next to proceed.
On the Select Payment Method screen, you will find the Pay By drop down menu. Select electronic check to pay by e-check and then Next to continue.

On the Specify Payment Detail screen enter the following information:

- First Name
- Last Name
- Bank Account Type (either checking or saving)
- Routing Number
- Account Number
- Phone Number
- Email Address

If your billing address is incorrect, select the Edit Address link to change your billing address.

Select the Next button to continue.
On the Confirm Payment screen, make sure that all the information is correct.

If needed:

- Select the change payment amount to change the amount of money you would like to pay.
- Select the change payment details to change your personal and account information

If all the information is correct, select the “Yes, I have read the agreement” checkbox.

Press the Submit button to submit your payment.

After submitting your payment you should get the following screen. The Payment Result screen will say “Your payment has been accepted. Save the information below for your reference.”
In the Finance Section, on the Student Center Page, select the other financial drop down menu and choose Payments. Click on the double arrows to see all payments made to your account.

You will now be able to see your electronic check or e-Check payment.