How to
Pay Your Tuition Using E-Check in CUNYfirst

1. Go to home.cunyfirst.cuny.edu and sign in to CUNYfirst
2. Once on the CUNYfirst homepage, click on Self Service.
3. Choose the Student Center link from the Self Service drop down. You will now be navigated to your Student Center page.
4. In the Finance section, of the Student Center, select make a payment.

5. 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.

6. 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 the Next button to continue.
7. 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.

8. 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.
9. After submitting your payment you should get this screen. The Payment Result screen will say “Your payment has been accepted. Save the information below for your reference.”

![Payment Result Screen]

10. In the Finance Section in Student Center, select the other financial drop down menu and choose Payments. Click on the double arrows to see all payments made to your account.

![Finances Screen]

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