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.

	Student Announcements		Profile	1	Tasks and Holds		Schedule Builder
50	Click here for FAFSA form details, Your Technology Needs Survey, and more information on Schedule Builder.	ISH to	a	8		ool of nal Stu	
					2 To Do's 2 Holds		
18	KINGSBOROUGH	8	EHMAN MACAULAY		NINGSEO	овойсн	() ()
(Course Planning and Enrollment Academic Records		CUNY Direct Deposit	1	Financial Account		Financial Aid
340		2 200		3	<u>a</u>	/ YORK LEGE O HNOLO	
3		Broc	ge		Payment Due	íce	

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'.

	Acc	ount Balance					ŵ	Q	:	\oslash
	*Instituition	College	~							
What I Owe										
Term			Charges & D	Deposits	Pendir	ng Financial Aid		٦	otal D	ue
2022 Spring Term				239.60		0.00			239.	60
Total				239.60		0.00			239.	60
Make a Payment Currency used is US Dollar										

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



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Message Board	Message Board
Payment Profiles	Important Update
Authorize Payers	In an effort to help protect our associates and prevent the spread of COVID-19 in our corporate communities Nelnet Campus Commerce has implemented precautionary measures that may impact certain aspects of your customer service experience. Our call centers remain staffed, but hold times may be longer than normal.
User Preferences	We remain committed to serving our clients at the highest levels possible and appreciate your understanding during this time.
View & Pay Accounts	Welcome to the <i>QuikPAY^R</i> system. Through <i>QuikPAY^R</i> , you are conveniently able to: • view your account status
Transaction History	quickly make one-time eCheck payments to your CUNYfirst account enroll in and manage payment plan (eCheck or Credit Card)
Payment Plan	authorize others to make payments on your behalf manage your payment profiles
Messages	and more - all online!
	Please choose from the list of options located in the left-hand menu, and follow the prompts.
	QuikPAYR also offers context-sensitive help when a question mark appears next to a field. Simply click on the question mark to get help.

5. Click on 'View & Pay Accounts'.



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Message Board	View & Pay Accounts	
Payment Profiles	Learn How to Make a Gateway eCheck Payment.	
Authorize Payers	WARNING - Your request is being processed and may take up to 1 minute. Do processed more than once.	NOT click the NEXT button again, as this may result in your payment being
User Preferences	Make a Payment	
View & Pay Accounts	make a Payment	
Transaction History	Borough Of Manhattan View Account Details 🔿	City College of New York
Payment Plan	Community College	
Messages	Current Activity	Current Activity
	Amount Due: \$0.00	Amount Due: \$239.60
	Latest Statement	Latest Statement
	No current statement available.	No current statement available.

- 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.

Message Board	View & Pay Accounts				
Payment Profiles	Learn How to Make a Gateway eCheck Payment.				
Authorize Payers	WARNING - Your request is being processed and may take up to 1 minute. Do NOT processed more than once.	click the NEXT button again, as this may result in your payment being			
User Preferences					
View & Pay Accounts	What would you like to pay?				
Transaction History	ACCOUNT	PAYMENT AMOUNT			
Payment Plan	Borough of Manhattan Community College	\$ 0			
Messages	City College of New York	\$ 239.60			
		TOTAL PAYMENT AMOUNT : \$239.60			
	Pay Using : Select Payment Method				
	Next				

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

Message Board	Provide ECheck Information				
Payment Profiles	Please enter your check information in the following fields and then click "Continue" button. NOTE: All fields are required. Please be aware that not all payments from brokerage accounts can be made online. Please check with your brokerage account				
Authorize Payers	representative.				
User Preferences	For help, please click on the question mark next to a field.				
View & Pay Accounts	Current Payment				
Transaction History	Order Description: City College of New York				
Payment Plan	Payment Amount: \$239.60				
Messages	Effective Date: 05/04/2022				
	Account Information				
	Holder's Name*:				
	Account Type*: CHECKING ~				
	Routing Number*:				
	Account Number*:				
	Reenter Account Number*:				

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The City College of New York

Billing Address Information	
Address 1*:	
(optional) Address 2:	
City*:	
For U.S. Address	
State*:	Select One v
Zip*:	
Contact Information	
Daytime Phone*:	e.g. (555) 555-1212x123 OR +31 42 123 4567
Email Address*:	

9. You may choose to save the payment profile you just created to enable quicker payments in the future.

To save your account information for future use, enter a profile name and click the checkbox.				
Profile Information i				
Profile Name:	Save Profile			
	Continue Cancel			

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.

The City College of New York

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.

