Making an Online Payment through CUNYfirst

1. Go to www.lehman.cuny.edu

2. Click on Login

3. Click on CUNYfirst Login
4. Login to CUNYfirst account using login information
5. Click on HR / Campus Solutions link
6. Click on Self Service

7. Click on Student Center
8. Navigate to the Finances tab and click on make a payment
9. Enter payment amount and

10. Click Next

<table>
<thead>
<tr>
<th>Description</th>
<th>Outstanding Charges</th>
<th>Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lehman College</td>
<td>132.10</td>
<td>132.10</td>
</tr>
</tbody>
</table>
11. Select Payment Method and

12. Click Next and read the important CUNYfirst Message

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Important Message!

By selecting the option to pay with a credit card (MasterCard, Discover, American Express, Visa) you agree to a non-refundable convenience fee of 2.65% to be added to this transaction. Your estimated fee and total amount is shown below. The convenience fee is charged by and paid directly to our electronic payment vendor as a separate charge on your credit card bill.

You may avoid this fee by selecting the "cancel" button below and selecting an e-Check (electronic check) payment. Similar to a debit card, e-check electronically debits your checking or savings account, without any additional fees.

Paying amount: $132.1
Convenience fee (2.65%): $3.50
Total Amount charged for this transaction: $135.60
13. Review the information is correct and click Submit to confirm payment

14. Once payment is submitted an email confirmation is sent