

HOW TO MAKE DEPOSIT

- 1

Log in to GothicNet:
gothicnet.njcu.edu
and enter 7 digit GothicNet/
Student ID and password.
- 2

Make sure at the top middle
portion of your screen
you are on the **Student
Homepage**, then click on
the tile that is labeled **My
Financial Account**.
- 3

On the left-hand side
of your screen, click on
Make a Deposit.
- 4

Select a **Term**
and click on **Select**.
- 5

Select the **Deposit
Payment Account**
if you wish to make
a payment and
click **Continue**.
- 6

Select payment method:

New Electronic Check
STEPS **7 8 9 10**

OR
Credit Card via PayPath
STEPS **11 12 13 14**
then, click **Select**.

PLEASE NOTE, IF YOU CHOSE
AUTOMATIC PAYMENTS, THIS
METHOD WILL BE USED FOR ALL
FUTURE INSTALLMENT PAYMENTS

- 7

Click on the **Example**
for a diagram to assist you.

FILL IN ALL REQUIRED FIELDS. PAY CAREFUL
ATTENTION TO YOUR ROUTING AND BANK
ACCOUNT NUMBERS AS INACCURATE NUMBERS
WILL RESULT IN AN UNPROCESSED PAYMENT
AND A \$40 NON-REFUNDABLE BANK FEE.
- 8

Please click the **Check Box** if you wish
to utilize this account for direct deposit
of a future refund (if applicable).
- 9

To save this checking/savings
account securely for future
payments, click the **Check Box**
and name your payment method.
- 10

REVIEW BANK AND PAYMENT INFORMATION.
Click **Continue**.

A CONFIRMATION PAGE WILL OPEN AND DISPLAY
YOUR PAYMENT RECEIPT THAT CAN BE PRINTED
FOR YOUR RECORDS. YOU WILL ALSO RECEIVE
A RECEIPT AT YOUR NJCU EMAIL.
- 11

Enter your credit card number
and then click **Continue**.
- 12

Enter required info on the
credit card information screen.
- 13

To save this credit card for future
payments, click the **Check Box**
and name your payment method.
- 14

REVIEW CREDIT CARD AND PAYMENT
INFORMATION.
Click **Continue**.

A CONFIRMATION PAGE WILL OPEN DISPLAYING
YOUR PAYMENT RECEIPT THAT CAN BE PRINTED
FOR YOUR RECORDS. YOU WILL ALSO RECEIVE
A RECEIPT AT YOUR NJCU EMAIL.

NEW ELECTRONIC CHECK

CREDIT CARD VIA PAYPATH

HOW TO VIEW YOUR eBILL STATEMENT

- 1

Log in to GothicNet:
gothicnet.njcu.edu
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- 2

Make sure at the top middle
portion of your screen
you are on the **Student
Homepage** then click on
the tile that is labeled **My
Financial Account**
- 3

On the left-hand side
of your screen, click on
View Your Bill.
- 4

Select the most current date
to view your billing statement.

HOW TO SET UP AN AUTHORIZED USER

AUTHORIZED USERS ARE PEOPLE OTHER THAN THE STUDENT THAT ARE PERMITTED TO ACCESS STUDENT BILLING INFORMATION AND MAKE PAYMENTS ON THEIR BEHALF.

- 1

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and enter 7 digit GothicNet/
Student ID and password.
- 2

Make sure at the top-middle
portion of your screen
you are on the **Student
Homepage** then click on
the tile that is labeled **My
Financial Account**.
- 3

On the left-hand side of
your screen, click on **Set-
up an Authorized User**.
- 4

Click on
Add Authorized User.
- 5

Enter the email address of the
new authorized user and select
what **access you would like
to give your authorized user**.
Click **Continue**.
- 6

If you agree to the terms and
conditions, click the **Check Box**
and click **Continue**.
- 7

After you have set up your
authorized user, that person
will be listed under the section
Current Authorized Users.



STUDENT ACCOUNTS

ONLINE HOW-TO GUIDE



Office of Student Accounts: Hepburn Hall, Room 106, 2039 Kennedy Boulevard, Jersey City, NJ 07305
Phone: 201-200-3045 | Fax: 201-200-2049 | bursar@njcu.edu | www.njcu.edu/bursar

HOW TO MAKE
ONLINE PAYMENTS

1 Log in to GothicNet:
gothicnet.njcu.edu
and enter 7 digit GothicNet/
Student ID and password.

2 Make sure at the top-middle
portion of your screen
you are on the **Student
Homepage** then click on
the tile that is labeled **My
Financial Account**.

3 On the left hand side
of your screen click on
Make a Payment

4 Select either
Current Balance
or **Pay by Term**.

5 Enter payment amount
in text field next to
amount due and click
Continue.

6 Select payment method:

New Electronic Check

STEPS **7 8 9 10 11**
OR

Credit Card via PayPath

STEPS **12 13 14 15**
then, click **Select**.

PLEASE NOTE, IF YOU CHOSE
AUTOMATIC PAYMENTS, THIS
METHOD WILL BE USED FOR ALL
FUTURE INSTALLMENT PAYMENTS.

NEW ELECTRONIC CHECK

7 Click on the **Example**
for a diagram to assist you.
**FILL IN ALL REQUIRED FIELDS. PAY CAREFUL
ATTENTION TO YOUR ROUTING AND BANK
ACCOUNT NUMBERS AS INACCURATE NUMBERS
WILL RESULT IN AN UNPROCESSED PAYMENT
AND A \$40 NON-REFUNDABLE BANK FEE.**

8 Please click the **Check Box** if you wish
to utilize this account for direct deposit
of a future refund (if applicable).

9 To save this checking/savings
account securely for future
payments, click the **Check Box**
and name your payment method.

10 **PLEASE REVIEW BANK AND
PAYMENT INFORMATION.**
If you agree to the terms and
conditions, click the **Check Box**
and click **Continue**.

11 Click **Submit Payment**
on the account
payment screen.

12 Review the information
displayed and click
Continue to PayPath.

13 Review the payment amount
information and click **Continue**.

14 Enter required info on the
credit card information screen
and click **Continue**.

CREDIT CARD VIA PAYPATH

15 **REVIEW PAYMENT TRANSACTION INFORMATION.**
If you agree with the terms and
conditions, click the **Check Box**
and click **Submit Payment**.
**A CONFIRMATION PAGE WILL OPEN
DISPLAYING YOUR PAYMENT RECEIPT.**

HOW TO ENROLL IN A
MONTHLY PAYMENT PLAN

1 Log in to GothicNet:
gothicnet.njcu.edu
Enter 7 digit GothicNet/
Student Id and password.

2 Make sure at the top middle
portion of your screen
you are on the **Student
Homepage**, then click on
the tile that is labeled **My
Financial Account**.

3 On the left hand side
of your screen click on
Join a Payment Plan.

4 Click on **Details**.
Carefully review
payment plan terms.
Then click **Select**.

5 **REVIEW PAYMENT SCHEDULE
AND ELIGIBLE CHARGES &
INDICATE ANY ADDITIONAL
DOWN PAYMENT.**
Check the box for
Automatic Payments,
otherwise check **No**.

6 **New Electronic Check**

Select payment method:

STEPS **7 8 9 10 11**
OR

Credit Card via PayPath

STEPS **12 13 14 15**
then, click **Select**.

PLEASE NOTE, IF YOU CHOSE
AUTOMATIC PAYMENTS, THIS
METHOD WILL BE USED FOR ALL
FUTURE INSTALLMENT PAYMENTS.

NEW ELECTRONIC CHECK

7 Click on the **example**
for a diagram to assist you.
**FILL IN ALL REQUIRED FIELDS. PAY CAREFUL
ATTENTION TO YOUR ROUTING AND BANK
ACCOUNT NUMBERS AS INACCURATE NUMBERS
WILL RESULT IN AN UNPROCESSED PAYMENT
AND A \$40 NON-REFUNDABLE BANK FEE.**

8 Please click the **Check Box** if you wish
to utilize this account for direct deposit
of a future refund (if applicable).

9 To save this checking/savings
account securely for future
payments, click the **Check Box**
and name your payment method.

10 **PLEASE REVIEW PAYMENT PLAN AGREEMENT.**
If you agree to the terms and
conditions, click the **Check Box**
and click **Continue**.

11 **PLEASE REVIEW BANK AND PAYMENT INFO.**
If agreeing to the terms and conditions,
click the **Check Box** and click
Continue. Click **Submit Payment**
on the **Account Payment** screen.

12 **REVIEW CREDIT CARD
PAYMENT PLAN AGREEMENT.**
If you agree to the
terms and conditions,
click the **Check Box**
and click **Continue**.

13 Click **Continue at PayPath**
Payment Service screen.

14 Click **Continue at Payment Amount**
Information screen. Enter required
info on the credit card information
screen and click **Continue**.

CREDIT CARD VIA PAYPATH

15 **REVIEW PAYMENT TRANSACTION INFORMATION.**
If you agree with the terms and
conditions, click the **Check Box**
and click **Submit Payment**.
**A CONFIRMATION PAGE WILL OPEN
DISPLAYING YOUR PAYMENT RECEIPT.**

HOW TO ENROLL IN STUDENT ACCOUNT
REFUND DIRECT DEPOSIT

THE ELECTRONIC REFUND DIRECT DEPOSIT SERVICE ALLOWS YOU TO HAVE
YOUR STUDENT ACCOUNT REFUND AUTOMATICALLY DEPOSITED DIRECTLY
INTO YOUR PERSONAL CHECKING OR SAVINGS ACCOUNT.

1 Log in to GothicNet:
gothicnet.njcu.edu
and enter 7 digit GothicNet/
Student ID and password.

2 Make sure at the top middle
portion of your screen
you are on the **Student
Homepage** then click on
the tile that is labeled **My
Financial Account**.

3 On the left-hand side
of your screen, click on
Refund Direct Deposit.

4 Click on **Security Settings**.

5 Please select one of the 3
options listed for how you
would like to receive your
passcode.

* **PLEASE KEEP IN MIND, THE UNIVERSITY REQUIRES AN APPROXIMATE TWO-WEEK WAITING PERIOD
PRIOR TO ACTIVATION FOR YOUR REFUND ACCOUNT TO VERIFY YOUR BANKING INFORMATION.**

HOW TO VIEW YOUR
1098-T TAX FORM

FORM 1098-T IS ADMINISTERED BY A THIRD PARTY PROVIDER, ECSI. YOU
WILL NEED TO ACCESS YOUR TAX FORM ON THEIR WEBSITE. PLEASE ACCESS
THE LINK IN THE 1098-T SECTION OF THE BURSAR'S WEBSITE.

1 Click on **School Name** (in gray)
And then type:
New Jersey City University.

2 Select **New Jersey City
University** from the drop-
down list of school names.

3 Click
Submit.

6 Click **Setup Method**.

7 Verify passcode by entering 6 digit
number you received. Click on **Verify**.

8 After that is completed, click on
Payment Profile.

9 Fill in the required information on
the **Account Information Form**.
Click **Continue**.

10 If you agree to the terms and
conditions, click the **Check Box**
and click **Continue**.

11 After you have set up your account
on the next page you will have a
Confirmation Message.

4 YOU WILL THEN NEED TO VERIFY YOUR
IDENTITY BY FILLING IN THE FORM.
First Name, Last Name, SSN and ZIP.
PLEASE NOTE THIS INFORMATION WILL NEED
TO MATCH YOUR SCHOOL RECORDS.

5 VERIFY THAT YOU ARE NOT A ROBOT
Check the **Box** and click
Continue to proceed with the
verification process.

5 ONCE YOU HAVE BEEN VERIFIED, ENTER THE
TAX DOCUMENT SECTION OF THE SITE.
Click on the + **Symbol** next to **Status**.
DELIVERED ON THE 1098-T STATEMENT LINE
TO VIEW YOUR INFORMATION AND/OR PRINT
YOUR TAX FORM.