# START HERE

Below are the first few steps to get you to the main section for the services listed inside this pamphlet:

- 1) Sign In to "GothicNet"
- 2) Click on "Main Menu"
- 3) Click on "Students"
- 4) Click on "Student Center"
- 5) Click on "Bill & Payment Account Center"
- 6) Click on "Go To Bill & Payment Account
  Center"

Please be aware that it is pertinent for you to check your NJCU email for the most up to date information regarding your account, bill, & much, much more.

Starting on November 1, 2013 NJCU will be accepting credit card payments <u>only</u> online and charging a convenience fee of 2.75%.

NJCU will be accepting American Express, Visa, MasterCard and Discover .

### **Bursar's Office**

Hepburn Hall, Room 106 New Jersey City University 2039 John F. Kennedy Boulevard Jersey City, NJ 07305-1597

www.njcu.edu/sites/controller Telephone: (201) 200-3045 Fax: (201) 200-2049 E-mail: bursar@njcu.edu

## Fall and Spring Semesters

(when classes are in session)

### Monday and Thursday

8:30 a.m. — 7:00 p.m.

## Tuesday, Wednesday and Friday

8:30 a.m. — 5:00 p.m.



# Bursar's Office

## **New Services**

## Instructions

## Make a Payment

e-Refunds

**Authorized Users** 



## Step by Step Navigation:

- 1) Click on "Make a Payment"
- 2) On the next page you will click "Make a Payment"
- 3) Select "Payment Balance"
- 4) Enter "Amount"
- 5) Click on "Continue"
- 6) Select payment method

### **Check Payment**

- 1) If you select "Check"
- 2) Fill in "Payment Information"
- 3) "Check off" any boxes applicable
- 4) Click on "Submit Payment"
- 5) After you have submitted your payment the next page you will have a confirmation message.

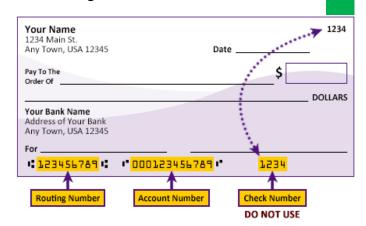
## **Credit Card**

- 1) If you select "Credit Card"
- Click on "Continue to PayPath"
- 3) Message Box will pop-up click "ok"
- 4) New window will open click on "Continue"
- 5) On next screen click on "Continue"
- 6) After you have submitted your payment the next page you will have a confirmation message.



## Step by Step Navigation:

- 1) Click on "eRefunds" tab at the top
- 2) Click on "Set up Account"
- 3) Fill in "Bank Information"
- 4) Click on "Continue"
- 5) Check off "I Agree"
- 6) Click on "Continue"
- After you have set up your account on the next page you will have a confirmation message.





## Step by Step Navigation:

- Click on "Authorized Users" tab at the top
- 2) Click on section "Add Authorized User"
- 3) Fill in "Authorized User email address"
- 4) Select what "access you would like to give your Authorized User"
- 5) Click on "Continue"
- 6) Check off "I Agree"
- 7) Click on "Continue"
- 8) After you have set up your Authorized
  User that person will be listed under
  the section **Current Authorized Users.**Your Authorized User will be notified via
  email that they have access to your
  account.