

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 only 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



Pay
online.

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"**
- 2) 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"**
- 7) After you have set up your account on the next page you will have a confirmation message.

Your Name
1234 Main St.
Any Town, USA 12345

Date _____

Pay To The Order Of _____ \$ _____ DOLLARS

Your Bank Name
Address of Your Bank
Any Town, USA 12345

For _____

123456789 000123456789 1234

Routing Number Account Number Check Number
DO NOT USE



Step by Step Navigation:

- 1) 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.