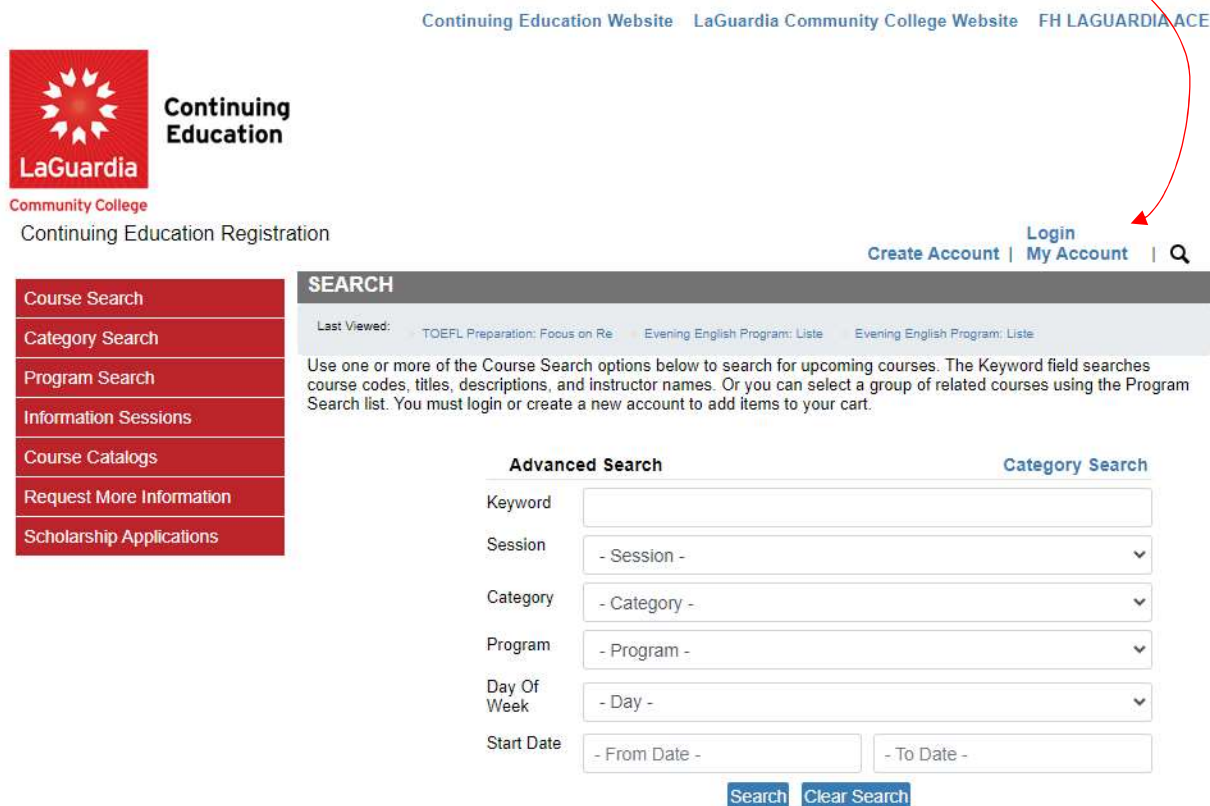


How to Submit a Payment in Xendirect Web registration.

Instructions

1. Go to the Xendirect Web registration system via the programs register link or the course link below and search for your course.
<https://ce.cuny.edu/laguardia/search.cfm>
2. Once you find the course scroll to the bottom and press **Login Now \ My Account**



Continuing Education Website LaGuardia Community College Website FH LAGUARDIA ACE

LaGuardia
Community College
Continuing Education
Continuing Education Registration

Create Account | **Login** | **My Account** | Q

COURSE SEARCH

Category Search

Program Search

Information Sessions

Course Catalogs

Request More Information

Scholarship Applications

SEARCH

Last Viewed: TOEFL Preparation: Focus on Re Evening English Program: Liste Evening English Program: Liste

Use one or more of the Course Search options below to search for upcoming courses. The Keyword field searches course codes, titles, descriptions, and instructor names. Or you can select a group of related courses using the Program Search list. You must login or create a new account to add items to your cart.

Advanced Search **Category Search**

Keyword

Session

Category

Program


Day Of Week

Start Date

Search **Clear Search**

3. Go to My Account and select **View/Pay invoices**

Continuing Education Website | LaGuardia Community College Website | FH LAGUARDIA ACE



Continuing Education
Community College

Continuing Education Registration

[Course Search](#)
[Category Search](#)
[Program Search](#)
[Information Sessions](#)
[Course Catalogs](#)
[Request More Information](#)
[Scholarship Applications](#)

MyAccount HOME

Current Status

Number of Registrations in Cart: 0
Number of Total Registrations: 1

Upcoming Registrations **Start Date**

Cart | **My Account** | Q

- MyAccount Home
- View Profile/Edit Password
- View/Pay Invoices**
- Print Reports
- Products
- Registrations
- Documents
- View Cart
- Sign Out

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[Inquire](#) | [Contact Info](#) | [Privacy Policy](#) | [Refund Policy](#)

4. You will be listed with all registration invoices and pending payments.

ation

Cart | **My Account** | Q

VIEW INVOICES Account: Alicia Keys

To pay a balance due online, check all the Invoices that you will be paying. After you have selected your Invoices, please click the Pay Now button under the list of Invoices. You will select the payment amount(s) on the next page.
Click the Invoice Number to Print.

Due Now

Past Due Amount: \$ 3,579.75
Next Payment Due: \$ 0.00
Total Balance Due: \$ 3,579.75

| Invoice# | Due Date | Invoice Amount | Amount Paid | Amount Due | Pay | Running Balance |
|--|------------|----------------|-------------|-------------|-------------------------------------|-----------------|
| 27207 Alicia Keys | 05/03/2022 | \$ 129.75 | \$ 0.00 | \$ 129.75 | <input checked="" type="checkbox"/> | \$ 129.75 |
| 26519 Alicia Keys Payer: Research Foundation of CUNY | 04/26/2022 | \$ 3,450.00 | \$ 0.00 | \$ 3,450.00 | <input checked="" type="checkbox"/> | \$ 3,579.75 |

5. You can choose which invoice you would like to pay by only selecting the dollar amount you want to pay. For example, if you would like to pay the \$129.75 only then you can uncheck the invoice for \$3,579.75.

| Invoice# | Due Date | Invoice Amount | Amount Paid | Amount Due | Pay | Running Balance |
|--|------------|----------------|-------------|-------------|-------------------------------------|-----------------|
| 27207 Alicia Keys | 05/03/2022 | \$ 129.75 | \$ 0.00 | \$ 129.75 | <input checked="" type="checkbox"/> | \$ 129.75 |
| 26519 Alicia Keys Payer: Research Foundation of CUNY | 04/26/2022 | \$ 3,450.00 | \$ 0.00 | \$ 3,450.00 | <input type="checkbox"/> | \$ 3,579.75 |

6. Once you have confirmed the amount for the course you can select **Pay Now**.

| Invoice# | Due Date | Invoice Amount | Amount Paid | Amount Due | Pay | Running Balance |
|--|------------|----------------|-------------|-------------|-------------------------------------|-----------------|
| 27207 Alicia Keys | 05/03/2022 | \$ 129.75 | \$ 0.00 | \$ 129.75 | <input checked="" type="checkbox"/> | \$ 129.75 |
| 26519 Alicia Keys Payer: Research Foundation of CUNY | 04/26/2022 | \$ 3,450.00 | \$ 0.00 | \$ 3,450.00 | <input type="checkbox"/> | \$ 3,579.75 |

Total Due: \$ 3,579.75

- After clicking Pay Now the total due will recalculate to only show the amount due selected and you can complete the payment.

To Make a Payment for the following Invoices:

Enter an amount in the row of the course(s) you desire to make a payment for.

Enter zero in any row(s) where you are not making a payment.

Enter credit card details and click Continue or click BACK to cancel and return to MyAccount.

| Invoice # | Course Code/Title | Dates/Times | Session | Amount Due | Pay Amount |
|-------------------------|---|---|--------------|------------|------------|
| 27207 Alicia Keys | INFO003F21.T05.01.00 Information Session: Professions in Healthcare (Pharmacy Technician & Central Service Technician) | 9/22/2021 -9/22/2021 6:00 PM - 8:00 PM W | Fall 2021 | \$ 129.75 | \$ 129.75 |

Total Due: \$ 129.75

[Back](#)

[Continue](#)

- Select the payment method and press continue to complete the process.

Enter Payment Amount

Please enter/select as indicated below and click the "Continue" button to proceed with payment.

Required fields are marked with an *

Payment Amount

Account: Continuing Education

Payment Amount*: 129.75

Total Amount:

Payment Method*:

[Continue](#)

[Cancel](#)